The Nathaniel Witherell Building Committee Meeting came to order at 4:40 PM.

Minutes – November 21, 2016 – Louise Puschel 1st, Lloyd Bankson 2nd - all approved.

FY2015-16 Capital Budget

- **(16211) Wheelchair Bus** – The seats were installed and the bus has been put in service on November 22, 2016.

- **(16213) Renovate 4 Tower Floors** - The TOG Purchasing Department requested that the tower renovation (16213) and auditorium renovation (17205) be presented as two separate RFB projects. Both projects are scheduled to be posted by the end of December 2016 and scheduled to start by the first of March 2017.
  - Estimated construction time frame of 4-8 months.
  - The architect - Pustola & Associates has also been contracted for the auditorium design work (Project 17025), in order to maintain a consistent design look between the two projects.
  - Eversource Energy is working with the architects and USA LED Lighting Solutions on the energy efficiency lighting incentives.

STEAP (Small Town Economic Assistance Program) Grant:

- **(16216) Greenhouse Replacement ($119,800)**
  - The Building Committee discussed the space allocation in a new greenhouse between rehab and plant growing area. An increase in the rehab space to 85% would alleviate concerns of overcrowding in the main rehab area.
  - To be discussed with Allen Brown to confirm.
  - Alternative options such as “pre-fab” greenhouse constructions to be investigated.
FY 2016-2017 Capital Budget

- 17205) – Auditorium Renovation – The TOG Purchasing Department requested that the auditorium renovation (17205) and tower renovation (16213) be presented as two separate RFB projects. Both projects are scheduled to be posted by the end of December 2016 and scheduled to start by the first of March 2017. Architects - Pustola & Associates will provide designs, to be consistent with Tower designs/schemes.

Follow-up Items

- Tower Window Replacement - Jack provided to the committee the location of each of the seven tower windows that need to be replaced. These are in addition to the five windows opposite the auditorium.
- Jack replaced the missing window in the top right hand corner of the right door leading to the new deck.

Nathaniel Witherell – Pavilion Building

- Louise, along with Lloyd, Jack and Ed Walsh visited the Pavilion Building and presented to the Building Committee an assessment of the physical shape of the structure, and any obvious liabilities and recommendations. Louise will touch base with Allen Brown to discuss immediate issues.
- The Building Committee presented to the Board for approval to raise the rents 15%. Board approved.

Administration Building 3rd Floor Apartments

- To be discussed.

Next Meeting is scheduled for Monday January 30th at 3:30 PM in the Board Room.

Respectfully Submitted
Jack Hornak
Director of Facility Operations
Nathaniel Witherell SNF