

Draft of Minutes of April 15, 2014 Onley Town Office Building Committee held at the Onley Town Office

April 15, 2014 Chairman Ned Finney opened the meeting of the Town of Onley Virginia Building Committee at 6:30 PM. Present were members Fred Gardner and Susan Rillo. Member Mike Higgins did not attend. Also present were Billye D. Custis and John Dennis.

Chairman Finney announced the purpose of the meeting was to determine how to save money for the town on the design and construction of the proposed new all brick, two story 2,943 square foot building to house town offices, storage and a large public meeting room with a front entrance into the town offices and a rear entrance for the public to enter the meeting room.

The members determined by bricking only the front and sides with standard brick work transoms over the windows, eliminating the dormers but maintaining the widow's walk the building would fit into the theme of the immediate area. The back wall to be Hardy Plank not vinyl siding. They would consider eliminating a covering at the front entrance but retain a covering at the rear entrance.

It was decided a second floor which would be used for storage only with its costs for required structure beefing up, stairs, floor covering and finishing could be eliminated with the conversion of the space allotted for a second bathroom to a storage area. It was predicted future records and data will be stored digitally. The ability to convert the currently stored town records to a digital format needs to be explored thus a smaller storage area would be adequate for now and future needs with the future possibility of overflow storage in the attic reached by a pull down stairs .

Most office buildings have slab floors. A wood floor over a crawl space would also create elevation considerations and access problems. Although the price of concrete continues to escalate, a slab floor was determined to be the better choice.

All walls could be 2"x4" with the exterior brick adding to the modern day insulation's values. Sound proofing material will be used for the offices and sound deadening in the meeting room area.

It is essential the building wiring and access be designed for the current and future requirements of continuing advancements in office and communication equipment. Although a generator may not be purchased at the time of occupation, wiring dedicated to a generator is a must requirement in order to have the ability to maintain town offices, provide shower facilities for firemen and law officers, as well as to provide drinking water and/or showers to town citizens should a disaster/crisis occur.

Replacing the ceramic flooring in the bathroom with a type of vinyl flooring would be less costly. Eliminate the 5 ½" crown molding in the hallway. B.F. Rich windows are already specified. Their quality comes at a lesser price than Pella or Anderson windows. The

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committee recommends fiberglass Therma Tru exterior doors. Commercial carpeting is specified for the offices and halls with laminate flooring in the meeting room.

A shower is a must; as is at least hook ups for a washer and dryer. The committee recommends an electric demand water heater to conserve energy costs. A break room with cabinets, microwave oven, refrigerator and a sink is adequate. The three offices as currently drawn are adequate but the possibility of an office to administer sewage should be considered if a sewer system serving the town should become a reality.

Finney volunteered to spray paint the interior but would need helpers to volunteer.

Both Beauchamp and Evans do their own site work and obtaining of permits. John Dennis explained the pros and cons of various materials that could be used on a parking lot. The current cost of a sidewalk is \$8.00 per square foot. Location of any future addition to the building should be considered before determining best use of the property.

If the above savings were to be met, changes would have to be made to the plan or start again.

Chairman Finney plans to ask the town's lawyer if it would be lawful for him to ask each building bidder individually what ten ways they see the cost of the current plan could be reduced and still meet the town's needs.

Billye D. Custis encouraged seeking grants for the purchase of office furnishings and a generator. She recommended writing for the grants should begin now.

Meeting adjourned at 7:30 PM.

Minutes taken and submitted by Lois Ann Martin