

**Minutes of the Avon Township Building Committee Meeting  
18 November, 2009  
Avon Town Hall**

**Present:** Ken Mergen, Lee Larkey, Ed Springer, Jr., LeRoy Gondringer, Roger Nelson, Zoe Gaul, Stephen Saupe, Ken Mergen, Richard Bresnahan, Kelly Martini, John Merdan, Lee Larkey, Renee Smith, and Rick Pogatschnik. Two observers, Gene Casey & Steve Plantenberg, were also present.

**Call to Order** – Chair Richard Bresnahan called the meeting to order at 7:00 PM.

**Pledge** – Ken Mergen, Planning Board Chair, led the Pledge of Allegiance.

**Business/Discussion**

1. Bresnahan opened the meeting with a quote from Louis H. Sullivan, an architect who was Frank Lloyd Wright's mentor: *"You cannot express unless you have a system of expression; and you cannot have a system of expression unless you have a prior system of thinking and of feeling; and you cannot have a system of thinking and feeling unless you have a basic system of living."* Bresnahan indicated that the purpose of the meeting was to begin planning for construction of the new township hall and shop. Bresnahan handed out a list of discussion items for preliminary review. The group went through the list to determine township needs.
  
2. **Site Considerations**
  - The site is 6 acres with roughly 600 feet footage along Queen's Road and 400 feet deep.
  - One driveway approach is adequate.
  - The approach should be wide enough to accommodate easy access for plow trucks and semi's delivering materials.
  - Approaching the site, the town hall should be the main welcoming visual.
  - Determine visual view shed assets to assist in building placement.
  - There should be no significant impacts on adjacent properties.
  - An existing pond on the site may be used for storm water runoff.
  - Utilities will include electric, propane and communication (phone, internet). The propane tank will be hidden behind the shop if possible.
  - Utility services will be buried.
  - Well and septic will be sited and sized as per County regulations/need.
  - A geo thermal well field should be considered, if the price is reasonable.
  - A parking area of 35-50 spaces will be required.
  - The parking area doesn't immediately require a hard surface; it can be surfaced when the township completes other road projects to hopefully save money.
  - A pylon sign and flag pole are required and should be lighted.
  - We should wire for security cameras, etc whether we immediately install them or not.

- An emergency generator is required.
  - A trash enclosure is not necessary.
  - If we have one building it might provide us more “bang for the buck” since we can share features, etc. Another option is to have two buildings connected by a breezeway or utility room.
3. **Maintenance Shop** - Two plow trucks and a pickup plow for cul-de-sacs will be needed for snow removal. It was estimated that plowing the township with one truck would take about 17 hours and about 8 hours with 2 trucks. We can use the pickup truck during the summer for assorted jobs. At a minimum, the Shop will need bays for the three trucks and a skid loader for mixing salt, etc. The group suggested we needed 4/5 bays, including one possibly for a fire truck in the future. The bay for the fire truck should have especially easy exit access. In addition, an area to store the pickup plow will be needed. Other items we discussed:
- John Merdan will obtain dimensions of plow trucks to help determine the appropriate size of the Shop. The Collegeville Shop is 48’ x 78’ which most thought was reasonable. The bay doors at Collegeville are 16’ w x 14’ high.
  - The equipment will only require single access, especially because we will lose space with multiple access points.
  - The floor should be heated, and maintained at 49 F.
  - Floor drains are necessary.
  - Safety bollards will be required at overhead door entry points.
  - A separate service entrance door and stoop is required.
  - Among the items to be stored in the Shop are: plow blade removed from trucks used during summer months, patching material, skid loader, lawn mower, chain saws, chipper, tractor for mowing ditches, signs, posts, patching material, and power washer. A rough estimate of 200 sq ft was calculated. By having access doors on only one side of the Shop, items can be stored along the opposite wall.
  - Minimal maintenance (i.e., oil changes) will be performed on equipment in this area.
  - An office is not required.
  - A tool storage area and workbench area are required.
  - A slop sink is required in this area.
  - A locker room won’t be provided, but the Shop should include a bathroom with(out?) a shower. The bath would be heated separately, perhaps via baseboard electric.
  - We may use the area in emergency situations and we considered installation of a used emergency generator and switch box.
  - Selective public gatherings will not be held in this space.
  - Unit recovery heaters will not be required adjacent to the overhead entry doors.
  - The space will not require air conditioning.
  - 400 amp electrical service was suggested. There is no need for three phase service.

- Fluorescent lighting will be required in the Shop.
- Deflectors on exterior lights should be provided to minimize light pollution.
- Rather than pole lighting in the parking, we should install cheaper lights on Shop/Hall.
- Water tight lights should be in this area.
- Trucks will be washed in this area and a floor drain will be required. We considered one of the bays to serve as a wash bay with perhaps a half wall.
- Typical sealants for concrete etc., should be used.
- Plumbing and electric should be stubbed to areas that may be used for future expansion.

#### **4. Vestibule**

- A public posting area is required.
- A separate heating unit is necessary.
- A bench/seating area should be considered.
- There is no need for a coat rack in this area.
- Recessed floor mats are a good idea.
- The entrance system should be fabricated of commercial grade aluminum and glazing.
- We assume an ADA door opener required per regulations.
- A keyless entry system be provided if possible.
- The vestibule should have a free standing canopy or overhang.
- Security lighting is required in this area.
- No slip ceramic tile should be used.

#### **5. Restrooms**

- Two separate ADA restrooms are required. These can be smaller than Collegeville Township.
- Multiple water closets are not required in each restroom.
- Bathrooms should be tiled.
- Paper towels will be used for hand drying.
- Baby changing stations will be provided only if required by law.
- Indirect lighting is required above sink areas.
- If one building is constructed, a separate employee restroom is not required.

#### **6. Utility Room**

- The furnace will likely be housed in this area rather than any unit on the roof or exterior.
- Tank-less (on demand) or solar water heating is preferred.
- This room should be located adjacent to the restrooms.
- A slop sink is required.
- Items to be stored in this room include vacuum, maps, broom, cleaning supplies.

## **7. Record and Voting Storage**

- Two voting machines, ballot box, portable screens, three 8 foot tables, several round tables, and chairs will be stored in this area.
- In addition, room for approximately 31 file drawers is required.
- Depending on cost, the room could be fire proof or fire-proof storage cabinets could be used.

## **8. Common Area/Hallway**

- The floor should be carpeted.
- All ceilings should be “lay in” and be provided with down lighting.
- A work surface to accommodate coffee or refreshments is not required in this area. .
- No vending machines are necessary.
- Historic photos and maps will be placed in this area.
- Future technology needs should be planned for (i.e., conduits).
- Most were opposed to floor electrical outlets.

## **9. Large Meeting Room**

- A computer projector and screen is required.
- Additional historic photos and maps can be placed in this area.
- The floor should be carpeted for acoustics.
- Casework provisions are required.
- Flow of traffic for voting is especially important in the overall design of this area and the entire facility.
- No more than 150 chairs are needed.
- The room should be sized for day-to-day operations
- Exterior windows and a secondary exit should be provided.
- Blinds should be included.
- The area will be air conditioned and on a separate thermostat.
- The Colledgeville meeting room was 22 x 36 feet and overall seemed adequate in size.

## **10. Working Office Area**

- Standard technology office needs will be required (internet, phone, scanner, printer, fax, copier).
- Additional historic photos or maps will be placed in this area.
- The floor should be carpeted.
- Three desks/work surfaces will be required.
- Counter space for working with large documents is important.
- No postage meter is necessary.
- A computer server should be located in the utility/storage area.
- Flat files and vertical files will be required for record storage.
- Security for public records will be maintained by locking the office and building.
- The area will be air conditioned and on a separate thermostat.

- Mail boxes are/not??? required for township officials.
- Exterior windows should be provided.
- Blinds should be provided.

**11. Small Meeting Room (not discussed; potential questions below)**

- Seating for how many people is required?
- Will specific furnishings be required?
- Is technology in this area a requirement?
- Would a separate thermostat or heating unit be an option?
- Should air conditioning be provided?
- Should the floor be carpeted?
- Is specialty lighting a consideration?
- How will the walls be protected from chairs?
- Would historic photos or maps be placed in this area?

**Next Meeting:** December 16<sup>th</sup>, 7:00 PM; Avon City Hall

**Adjournment:** The meeting was adjourned at approximately 9:30 PM.

Respectfully submitted,

Stephen G. Saupe