

## HIGHWAY BUILDING COMMITTEE:

2 November 2015

A meeting of the Highway Building Committee was called to order at 7:05 pm on November 4, 2015 in the Highway Department Office by Chairman William Scott.

### PRESENT:

William Scott, Kenneth Mitchell, Kevin McCarthy, John Murray, Mark Vess, Robert Brown, David Hanlon.

**Motion** by David Hanlon to approve the minutes of the September 21, 2015 meeting of the Committee. Motion seconded by Mark Vess. Approved by unanimous vote.

### GENERAL DISCUSSION:

**NOTE:** To avoid confusion during discussions, the larger building closest to Hawkes Ave. will be referred to as Building #1 and the smaller building will be referred to as Building #2.

**ITEM # 1.** To enable the Committee to move forward on a design and engineering plan the dimensions and actual footprint of the property must be secured.

**ITEM # 2.** Merits pro and con for separate salt storage building as opposed to inside storage of salt in Building # 2.

**Motion** for separate salt shed by Robert Brown seconded by Mark Vess. Approved by unanimous vote.

**ITEM # 3.** Size requirements for separate salt storage building

**ITEM # 4.** NEEDS ASSESSMENT LIST:

Preliminary Needs Assessment List was begun and included the following items. *Note (This list has not been finalized nor prioritized)*

- Fencing
- Outside lighting
- Emergency generator
- Security cameras
- Exterior mounted air compressor.

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- Fuel storage.
- Overhead crane. Fixed or portable.
- Number and spacing of Service Bay doors required on both buildings.
- Vehicle wash rack.

**Motion** to install required vehicle wash rack in Building #2 by Robert Brown seconded by

Mark Vess. Approved by unanimous vote.

ITEM # 5. Merits pro and con on establishing required administrative space in Building #2 or locating it in separate building between Building #1 and Building #2.

**Motion** to establish administrative space in Building #2 by Robert Brown seconded by Mark Vess. Approved by unanimous vote.

ITEM # 6. **ADMINISTRATIVE AREA DESIGN REQUIREMENTS:**

- Lobby with secure area.
- Four individual offices.
- Meeting room with Public rest room facilities.
- Male and Female locker rooms with showers and rest rooms.
- Kitchen.
- Combined Map and Records room.
- Separate AC for office area.

### **Adjournment:**

Motion to adjourn by Kevin McCarthy, seconded by Mark Vess. Approved by unanimous vote.

Date for the next meeting of the Committee is Nov. 16, 2015.

Minutes Respectfully Submitted by: John Murray, Secretary.