

**KIMBALL LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
10/18/19**

**Attendance:**

Tom Kelley, Chair  
Karen Trasatti, Secretary  
Lara Cross, Trustee  
Diane Heer, Director

**Others in Attendance:**

Alan Phair, Resident  
Barbara Brown, Resident/Planning Board Member  
Bob Malo, Budget Committee  
Steven Keach, Keach-Nordstrom Associates  
Allison Lewis, Keach-Nordstrom Associates  
David Cressman, Town Administrator

**Call to Order:** 1:00pm

Tom Kelley arranged today's meeting to discuss the preliminary engineering report from Steven Keach of Keach-Nordstrom Associates. Steven provided drawings of the conceptual parking lot layout and presented his plan to increase library parking capacity from 37 to 71 spaces with one-way travel in the parking area.

- **Drainage/Wetlands:** A certified wetlands scientist observed the area. The storm water detention basin collects water from Kimball Library, Dow Common, AFD/AHD, AHS and a portion of Academy and Maurice Avenue. The basin discharges thru a pipe now visible since the area has been cleared. Bottom of the basin is not jurisdictional wetland so it can be filled in and no permits necessary. Enclosed drainage system: engineer would use a system (Comtec products) which uses galvanized corrugated large diameter culvert with welded caps (makes a tube or tubes). Stormwater would be replicated by the tube – discharge outlet would have a stormwater treatment swail. There would be an access hatch or manhole cover which would require clean out of drainage every 5 years or so. 1-2 additional catch basins (\$3500ea) plus cost of piping to deliver it to detention system. Design plan relies on the existing embankment to be area of parking expansion. Retaining walls will not be necessary if we work off current embankment. Current drawing shows a curved linear alignment. Part of large hole will be filled with stormwater detention units

(large diameter pipe capped on both ends), has to be embedded on sand/crushed gravel, any land not being used (fill) will not be lost. Only anticipate stumps leaving the site. Existing design allows us to have existing edge of pavement as existing edge of berm – minimal changing of grade (perhaps a little more matching in middle of berm).

3 inches pavement, crushed gravel, sand mix below (frost free), free draining clean material. Doesn't envision a lot of earth work – sand fill (clean material), select material on top. Maybe an additional 10 ft of tree clearing (no bulk clearing).

- Up to 75 spaces require 3 handicapped spaces (one required to be van accessible). Two handicapped parking spaces currently located close to front library entrance. A third space will be located in existing staff parking area at the rear entrance.
- No headlight impact to the abutting neighbor (existing fence will capture any light). Tom had shared the plans with the abutter (Diamond). She liked the concept and supports the project with no issues.

Standard parking space size 9'x18'. Lengthy discussion on parking space striping (60 degree angled vs 90 degree perpendicular). Angled parking would result in 1.5 ft lost for every space angled. For every 6 spaces, we would lose one spot with angled striping. Perpendicular spacing maximizes the parking. Striping to be determined at a later date.

Dumpster will be located on a concrete pad at far side of expansion area (noted on drawing).

Lighting: 4 existing light posts will remain in place to avoid expense of moving them. One additional light post needed. If project moves forward, it would be a good time to replace the existing light post heads with LED to save electricity and money saving benefits in the long run. Keach will include costs of replacing with LED for budgetary purposes.

Electric charging station: If approved, would locate near the existing electricity at flag pole light, however, there is liability in offering electric charging stations.

Keach will prepare a detailed costs engineering plan: 20-25 line item budget estimating quantities of work for every line item. Once financing secured, will bring to final design. He'll build in conservative contingency (8-10%) for unexpected costs. Project cost may be slightly less than the \$200k as originally reported.

**Motion to adjourn by Lara Cross, seconded by Tom Kelley.**

Meeting adjourned: 2:16pm

Respectfully submitted by,  
Karen Trasatti, Secretary