

Whipple Hall A-V and Wall Covering Project
Minutes of 11-29-21 meeting
On-site, 10:00 a.m.

Present:

Dennis Mires, architect

Don Oltsch, Dividers Plus, Inc.

Rip Cross, Building and Facilities Comm, Whipple Hall subcommittee

Phil Sherman, Building and Facilities Comm, Whipple Hall subcommittee

1. Wall panels

- a. Given minor changes in the size of the panels Dennis Mires will have the vendor revise their price quote, whereupon Kim Hallquist will pursue a contract.
- b. Don Oltsch indicated that the panels would be 5-6 weeks after authorization to proceed, to be confirmed with the revised quote.
- c. Don Oltsch indicated that the wall panels would be removable as they are fastened with "Z" clips. This is not intended to be a frequent occurrence, but would be practical for the future larger construction project, if the decision is to remove, rather than to protect, the panels.
- d. Subsequent to the meeting, Kim Hallquist indicated that the color of the wall panels would be as recommended by the architect and that others would not need to review prior to finalizing. Kim Hallquist and Jim Perkins reviewed the sample and took no exceptions. Dennis Mires is going to review a sample pallet and advise whether he recommends changes from the sample submitted.

2. A/V issues

- a. Dennis Mires will issue instructions for installation location of front video and speakers. Video bracket will be off center and monitors will be installed such that screen is clear of stage trim and speakers.

- b. Dennis Mires will issue sketch indicating the balcony speaker locations.
 - c. Dennis Mires proposes changing the face of balcony monitor to a single 75" display. A reference document was provided that indicated that this is a sufficient size for a distance of about 31 feet from the head table at the front of the room and about 40 feet from the stage curtain. Where fine details need to be reviewed, the display should be zoomed in. Dennis Mires reports that this is how he has seen other planning boards function, and board members generally still will have reduced size paper copies or tablet displays in front of them. Note: subsequent to the meeting, the change to a 75" screen was approved by Kim Hallquist.
 - d. Dennis Mires will have the vendor revise his price for this change, whereupon, Kim Hallquist will pursue a contract.
3. The meeting identified existing obstructions that need to be removed or relocated. These notes will serve as a comprehensive list of things that town employees, or their contractors, will implement
- a. Fire alarm
 - i. Remove manual pull station at northwest door, as approved by Chief Lyon.
 - ii. Remove fire alarm speaker/strobe on west wall, and replace with proper room coverage at another location, possibly over the stage proscenium. Review proposed location with architect prior to installation.
 - b. Electrical
 - i. Other electrical work as previously discussed.
 - 1. Including relocated power in the stage closet due to new equipment location.
 - ii. Deactivate historic exit sign at northwest door and cover, remove or otherwise make not visible.
 - iii. Remove existing emergency lights above northwest door.

- iv. Install new exit sign with emergency lights over northwest door, similar to northeast door.
- v. Remove or relocate two outlets on south wall of balcony. As there are other outlets low in the balcony, these may not be required and might simply be deactivated and covered. Note to the electrician that these spaces will be covered by wall panels so will not be accessible.
- vi. Remove or relocate push button switch on south wall of balcony. We were unable to determine what this switch controls, if anything.
- vii. Remove existing exit sign with emergency lights on south wall of balcony, and replace with same or similar unit pendant mounted from ceiling in front of the cornice.
- viii. Remove the emergency light under the balcony and relocate over the door, or combine with exit sign over the door.
- ix. The light switch under the balcony may remain.
- c. Other items to be completed by the town
 - i. Remove banners from northwest and northeast walls over the doors.
 - ii. Remove hanging pictures under balcony.
 - iii. Remove the small shelf at the balcony south wall, at the light switch.
 - iv. Rework stage closet doors as discussed, to provide legal pedestrian and electrical code access and clearance for light switches, existing panel, and new equipment.
 - v. Provision of wi-fi connections as previously discussed.

4. Next meeting

- a. To be determined

Respectfully submitted,

Philip Sherman, Chair, BFC Whipple Hall Subcommittee

Cc: Attendees
Town Administrator
Public Works Director
Whipple Hall Subcommittee
Town administrative assistant