

# TOWN HALL BUILDING COMMITTEE

## MEETING MINUTES

FEBRUARY 7, 2018

**MEMBERS PRESENT** – Mike Twomey, Jean-Pierre Minois, Tim Olson, Patrick Reffett

The meeting was opened at 7:33 p.m. as Hamilton DPW Director Tim Olson asked members if they had reviewed the prior meeting minutes from September 7, 2017 and were comfortable voting upon them. No members had any edits to the minutes.

Tim Olson asked if there was a motion to approve the meeting minutes of September 7, 2017. Director of Planning & Inspections Patrick Reffett stated – “so moved”. Mike Twomey seconded the motion. All members then voted unanimously to accept the minutes as written.

Patrick Reffett began discussing the Town Hall (TH) funding and the Committee’s application to the CPC which had been approved in the November 2017 town meeting for \$75,000. It was pointed out that the prior figure had been set at \$46,500 but members believed that to be too small and the request the CPC had been increased and approved at \$75,000.

Tim discussed his process in prepared the draft Owner’s Project Manager (OPM) Request for Proposals. He had referred to other communities’ work and other town project texts. He then began reviewing the OPM scope and mentioned state law which requires the use of an OPM for building projects over the cost of \$1,500,000. He mentioned that the most important effort at this point is to get a professional on board so they may begin the broad effort included within the scope on behalf of the town.

Jean- Pierre asked if the term “{Renovation” was the correct characterization of the project. Should it be restoration or something else? The Committee members agreed that Preservation would likely be the best term as Preservation funds were being used which were provided by the Community Preservation Committee through the Community Preservation Act program.

As part of the RFP document, and specific to the advertisement and bidding process, the Committee discussed whether or not a site visit should be mandatory for interested parties. Both sides of the issue were discussed and members agreed to have Town Counsel weigh in on the issue.

The group continued to discuss items within the RFP document and Tim mentioned a number of items would be edited based on comments and part of a draft which would be sent to Town Counsel for review. The group spent extensive time in discussion regarding what the OPM does and what the designer does and what was the reasoning behind the task assignments in the scope. Tim again agreed

to make refinements to the scope and then provide the document to Town Counsel. It was agreed that after Town Counsel makes the necessary edits the committee would meet again on March 12 and finalize the text. Afterward the RFP would be appropriately advertised.

Member Mike Twomey offered to obtain info from Essex and Topsfield as to work sequencing between the OPM and the design team and what has worked for them as part of their projects.

A motion to adjourn was put on the floor. The Committee adjourned at 8:51pm.