

HAMILTON TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

May 16, 2017

Members Present: Allison Jenkins, Jeff Hubbard, Tim Olson, Jean-Pierre Minois, Mike Twomey

This meeting was called to order at 7:05 pm.

We had a lengthy discussion on scope and how to move forward.

We discussed the need of a structural engineer. We felt the cost would be less than \$20,000.

We discussed the need to start a scope for an RFP.

The group decided to inquire with the Town Manager what funding was available for an engineer and needs assessment.

We discussed at M.G.L. laws regarding building construction and high level thoughts on the condition of the building.

To do's

- Allison stated she would draft an excel sheet containing a high level of data to start a needs assessment.
- Allison will ask Town Manager about funding
- Tim will begin drafting the scope of the RFP.

Set next meeting for:

Tuesday, May 30, 2017 at 7 PM at Town Hall.

Motion to adjourn at made by Jeff Hubbard

Seconded by Allison Jenkins

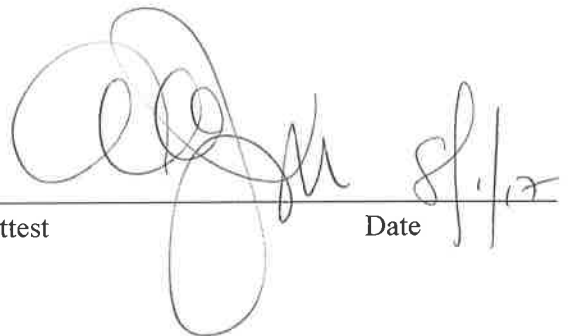
Vote: Unanimous to adjourn at 8:50 pm.

Prepared by:

Allison Jenkins

Attest

Date

Handwritten signatures and date. The signature on the left is a large, cursive signature, likely of Allison Jenkins. The signature on the right is a smaller, cursive signature, likely of Jeff Hubbard. The date is written as 8/1/17.

HAMILTON TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

May 30, 2017

Members Present: Allison Jenkins, Jeff Hubbard, Tim Olson, Jean-Pierre Minois, Mike Twomey, Mike Madden, Patrick Reffett

This meeting was called to order at 7:05 pm.

We had a lengthy discussion on scope and how to move forward. There are no funds currently available to the group for engineers or a needs assessment. Jeff and Allison will give an update of the group needs at the next Board of Selectmen (BOS) meeting (June 5, 2017).

We discussed at M.G.L. laws regarding building construction and high level thoughts on the condition of the building.

The group decided to inquire with the BOS on funding an Owners Project Manager (OPM) for the project. Hiring an OPM is the 1st step in the project*. If no funds exist in the budget today, the committee will draft something to the CPA for eligibility and approval at our fall STM.

We discussed the need of a structural engineer, it was noted that the weight on the 2nd floor may be in excess of what it can handle and that the walls in the building are bowing.

Mike Twomey distributed information and samples from the Town of Essex's Town Hall project. He had some great discussions with Brendhan Zubricki, Town Administrator in Essex. Mr. Zubricki of Essex has generously stated he would be willing to help with our project. Allison, distributed draft of an excel sheet containing a high level of data to start a needs assessment. Tim distributed draft RFP and copies of the MGL's relative to the project.

To do's

Mike Twomey will get budget numbers from Brendhan Zubricki on their project.

Tim will get some high level structural engineer costs.

Set next meeting for:

Wednesday June 21, 2017 at 7:30 PM at Town Hall.

Motion to adjourn at made by Jeff Hubbard

Seconded by Allison Jenkins

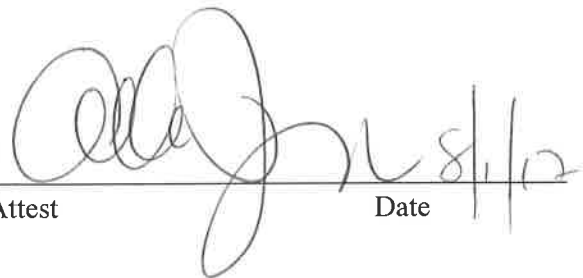
Vote: Unanimous to adjourn at 8:30 pm.

Prepared by:

Allison Jenkins

Attest

Date


8/1/12

M.G.L. c 149, §44A ½ , requires public awarding authorities to engage the services on an Owner's Project Manager on all building projects estimated to cost \$1.5 million or more. The law requires that the Owner's Project Manager (OPM) be hired before the project designer, meet required minimal qualification standards, and be selected through a "qualifications based" selection process. The OPM acts as the awarding authorities agent and consultant throughout the project from design through completion and must be completely independent from the designer, general contractor and any sub-contractors involved in the project at all times.