

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

December 20, 2018

Members Present: Jay Butler, Jean-Pierre Minois, Tim Olson, and Patrick Reffett

Members Absent: Mike Twomey, Jeff Hubbard, and Allison Jenkins

Others Present: Owner Project Manager (OPM), Kevin Monkiewicz and John Sayre-Scibona of Design Technique (DTI), FINCOM Liaison, Phil Stearns, and Designer/Architect, Drayton Fair of Lerner, Ladds, Bartel Architects (LLB)

This Town Hall Building Committee (THBC) meeting was called to order by Chairman Jean-Pierre Minois at 5:05 PM in the Memorial Room at Hamilton Town Hall.

John Sayre-Scibona introduced DTI Site Manager, Kevin Monkiewicz to all.

Jay Butler made a motion to approve the 12/13/18 meeting minutes that were approved unanimously. These minutes as well as others will be placed in the Drop Box set up by DTI.

Jean-Pierre began the discussion with his observation that our focus should be only on the current building with an addition as opposed to considering alternate sites. Unless serious building issues dictate otherwise, everyone was in agreement.

Drayton reported on this week's initial findings of the structural, mechanical, electrical, plumbing (MEP), and fire protection engineers. The initial structural assessment showed that the building is suitable for renovation. The final report will be issued when the required calculations are completed. The second floor looks acceptable for assemblies and re-establishment of the cupola looks doable but needs further study. The MEP and fire protection assessment noted that all systems are well beyond their useful life. And since current building/architectural codes require complete compliance with all current applicable codes when renovations exceed 30% of the building assessed value, we will easily meet this requirement and thus will need major updates. In addition, the building only has single phase power while an elevator will require three phase power and thus new transformers and associated equipment. All of these requirements will be the bulk of the costs for the project. There is still the question of the vault(s). The current vaults do not meet code, especially since they are not ADA compliant and will likely not meet door burn-through requirements. However, if we think they are adequate, there is a possibility we could get them grandfathered if we wish to pursue that path. A new one will be costly and will require its location in an ADA accessible addition.

A discussion ensued as to the eventual status of the second floor as regards whether or not to restore it to its original grandeur as a meeting space. Tim suggested that this area could be

restored in order to host Selectmen's meetings, but is not large enough to host Town Meetings. It could possibly support early voting activities as well. Drayton wondered if the space would be used for social functions, e.g., dances, etc. but this was not endorsed. Some offices could also be located there but complaints about noise from loud discussions or loud cell phone conversations augmented by the domed ceiling that was designed for that effect, has been a big problem. Tim and Patrick reinforced the point that noise is a serious problem on the second floor and further pointed out that there are no enclosed meeting spaces or offices except two cramped small ones, for confidential discussions. Jay noted that the idea of moving the DPW offices into the garage out back would help the noise problem. Drayton will consider adding a couple of smaller enclosed conference rooms in his space layout, and some closed offices. Tim suggested that all offices that routinely need public access should be on the first floor. The other issue on the second floor is the elevated stage at each end that could be made accessible accessed by either leveling the floor or providing a lift. LLB will also look at this issue, potentially enclosing some offices, or installing another floor. The problem with trying to add another floor would not only take away the desired sound properties of a meeting area but the amount of wiring, sprinklers etc. necessary in the ceilings may prohibit it altogether due to lack of space.

Drayton also brought up the question of the energy status of the building. We will need to decide how much we wish to do. Since the building likely has little or no insulation he proposed that some could be blown in or installed during the opening of the walls for MEP and fire protection systems installation.

The septic system needs to be tested and DTI's Lee Sollenberger will get that done along with a soil HAZMAT assessment, and investigation of water ingress issues with the basement. The septic system needs to be looked at as regards the number of people who will be in the building, especially as we develop second floor meeting space as well as consider relocating the DPW Department into the garages and providing water and sewer service there. And then there is also the potential issue of what to do if the system fails or if a proposed addition would need to be built over it. Tim will give Drayton some info on the current system including past test data.

Jay asked Tim if he were planning to relocate the DPW gas tanks behind Town Hall as a separate endeavor or was it to be considered part of the building renovations since placing an addition on the back of the building will necessitate moving the DPW fence back and thus the gas tanks as well. Tim indicated that the gas tank relocation will occur only as needed by building renovations. Jay noted that in that case a HAZMAT assessment will be required there as well.

Drayton discussed the options for adding an addition to the back of the building that he presented at the last meeting. He will continue with considering the three options, small, medium and a full width, four-story addition that will necessitate relocating the septic system. Tim discussed the idea of moving the DPW offices into the two nearest garage bays and possibly adding new ones in the back of the yard.

Jay asked if Drayton was considering placing some offices in the basement. He will consider that as Tim and Patrick suggested DPW and Planning.

Jay asked if the building was to have complete air conditioning, an emergency generator, new furniture, security cameras, and a key card system for all doors. Drayton indicated he was planning for all of the above unless the committee decides otherwise, especially since the cost of these items when compared to the MEP and fire protection system costs, would be minor. Tim learned today via Brad Hill that we may be able to get a grant for a new generator. It was suggested he pursue this and if we are able to get it, we could place it in storage until needed as part of renovations. John Sayre-Scibona noted that Topsfield was able to get a \$75k grant for a generator. And they may get an additional \$200k grant for their toxic soil issue around the building. John also noted that Topsfield opted not to install security cameras, key card system or an internal emergency generator for their new Town Hall.

Jay asked about how we will be addressing the need for temporary housing of building employees during construction, especially since we will need to provide a cost estimate early on for this part of the project. Jay specifically asked if the THBC should lead this effort or would it be handled in another way. John indicated that his plan would be to use both the committee and a local real estate agent. Jay indicated that we will then need an assessment of both space needs and telephone, data, and electrical needs as part of this effort. Tim pointed out that there is a new, approximate 3500 square foot, unused building, next to Town Hall, behind the Post Office. It was built with the intent of leasing it to the School Dept. but that didn't happen. Tim will contact the owner regarding availability and cost. John suggested that Tim's DPW operation could be moved into a construction trailer for the duration. Tim agreed and offered the fact that with the combination of the building next door to Town Hall and the use of the Patton Estate could satisfy the space needs for temporary relocation of staff. Tim admitted some interior work would need to be done first and that he is currently working on setting up space for the Hamilton Historical Society who will move out of the Town Hall basement.

Jay asked Drayton if he had considered future personnel expansion, especially considering that preliminary, yet unapproved requests for next year are to add four headcounts. Jay suggested that Drayton add 10% to the current space allocation for future expansion. Tim noted that ever changing state requirements tended to drive the need for more personnel.

Jean-Pierre expressed concern over the size of our seven member committee and the required quorum as we hold more frequent meetings especially those at 5:00 PM meetings and going forward, some during the day. Patrick will look into adding more members to the committee.

Drayton offered that the first draft of the space planning effort should be available by mid-January so the committee scheduled the next meeting for January 16, 2019 in the Memorial Room at Town Hall from 5:00 PM to 7:00 PM.

The meeting adjourned at 6:40 PM.

Secretary

Jay Butler

Attested 12/21/18