

HAMILTON TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

August 2, 2017

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

Members Absent: Jeff Hubbard, Mike Twomey

Allison Jenkins opened the meeting at approximately 7:30 p.m. She said she asked the Town Clerk to put on file that the Building Committee meeting scheduled and posted for June 21 was not held.

MINUTES

The Committee looked at the May 16 and May 30 minutes. No changes were made and the minutes were unanimously accepted.

UPDATE ON FUNDING AND PROCESS FOR TOWN HALL

Ms. Jenkins said they are stymied concerning funding. The Board of Selectmen turned down their request for funds. She thought the next approach was to have an estimate of what was needed for a designer.

Tim Olson said an Owners Project Manager (OPM) needs to be hired first. He said he anticipates the project will be a multi-million dollar project and will work on an estimate.

Jeanne-Pierre Minois asked for clarification on the role of the OPM. Members discussed that the OPM is the manager who oversees the engineering or architectural firm and acts on behalf of the Town. The OPM works with the designer and is the middle man when the contractor is brought in. The OPM is hired because he/she is experienced enough to handle a project of this size.

Mr. Minois asked about the scope of the project. Ms. Jenkins said that would be determined by the number employees at Town Hall and how the building was to meet their needs. An elevator is needed, for example, along with other renovations.

Patrick Reffett said the building needs to be looked at in terms its current condition, the major accessibility issues there, the level of deterioration, etc. All of that needs to be identified to determine the scope of the project. Additionally, there is the human part, he said, which involves questions like: What is the existing staff level? What should they have

in a contemporary workplace to perform their jobs? What don't they have now that they need? Following this assessment, recommendations would be made.

Mr. Minois said he doesn't see the Building Committee developing the scope. The other members responded that it would be the role of the OPM. That way, the professional (the OPM) is presenting the information to the Town not the Building Committee. The OPM would essentially become a member of the Committee and work with them.

Mr. Minois concluded the first task should be to present the need for the OPM to the Town and have that person in place.

Ms. Jenkins said the best way to fund would be to apply for Community Preservation Act (CPA) funds that are already set aside and don't increase the tax rate. Mr. Reffett stressed that CPA funds have to be devoted exclusively to preservation. Ms. Jenkins noted that the preservation of Town Hall is for historic parts of the building. She said when this topic had gone before the Community Preservation Committee (CPC) before, it was explained to her that the CPC could not fund the OPM to work on adding an elevator because that isn't classified as "preserving" the building. Mr. Reffett confirmed that the CPC had concluded that anything added on to a structure would be exclusive of CPC funds.

Ms. Jenkins gave her theory of how the process could work. For example, they propose needing \$100K for an OPM, 80% of the salary goes to historical preservation and 20% goes to non-historical work. She said they could make an application to the CPC for the 80% and if that's approved, it would go to Town Hall meeting in the fall for a vote. In theory, at that time, they could also put in a warrant article for the other 20% and ask the residents to approve that, as well. Mr. Minois asked for clarification that both requests would be voted on at the fall Town Meeting. She said yes.

Based on experience with hiring a Clerk of the Works for the Public Safety Building, Ms. Jenkins speculated the salary of the OPM would fall somewhere between \$150K and \$200K. Mr. Minois asked if that number could change after the scope of the project was determined. Ms. Jenkins said yes, and noted that Mr. Olson had made a suggestion to hire the OPM for the first phase and then negotiate per phase so that if the OPM wasn't good, they would have the flexibility to hire someone else for the next phase.

Michael Madden made a motion that they present Phase One of the project to the Town. Phase One would involve hiring of the OPM and getting that person's recommendations on the scope of the project. He suggested presenting just Phase One at this point. Then after six months to a year, they could return to the Town with a request for funding to proceed further.

Mr. Minois asked if the OPM decided the size of the project. Mr. Reffett clarified that the OPM works in concert with the Building Committee. He suggested they research the rates for an OPM. Mr. Olson had some information on that and will forward that to the Committee members. Mr. Madden agreed they needed to ascertain what they wanted the OPM to do and to research salaries. Mr. Olson and Ms. Jenkins advocated going for the whole amount and seeing what the response is from the CPC.

Mr. Reffett said he felt the CPC would want separated out what is new work and what is preservation work. Ms. Jenkins said she felt that all of the activities are within the historical building so she suggested asking for the entire salary.

Mr. Olson said Phase One would be to hire the OPM and hire the designer to do the evaluation of Town Hall. If the residents don't approve this, the project is dead. They discussed at length various ways to structure their request for funding.

Mr. Reffett said the first step in the CPC funding application process was to illustrate that the project is eligible. An eligibility application could be submitted prior to the next CPC meeting, which is August 10 at 7 p.m. at Town Hall.

Ms. Jenkins asked about estimates for design costs and suggested using information from the Town of Essex (who just held the grand opening for its Town Hall) as a model for costs. She noted Mike Twomey had already talked to Essex's Town Administrator, Brendhan Zubricki, who said he'd be happy to help the Committee. Mr. Madden said he would reach out to Mr. Zubricki. It was suggested he inquire about costs per square foot.

The members discussed how they could move the project forward. Mr. Minois asked what he can do before the next meeting and suggested working on a narrative. Mr. Reffett said he can provide strategic information to Mr. Minois concerning the CPC eligibility application.

Members discussed that any meeting they hold that involves a quorum (4 or more) needs to be posted.

NEXT MEETING

Members discussed meeting in the afternoons. All but Ms. Jenkins found that Wednesday at 4 p.m. was a good time to meet. They suggested alternating workday and evening meetings. Mr. Madden said he will send out an agenda for the next meeting set for August 16 at 4 p.m.

Mr. Olson noted that if eligibility is approved by the CPC, one of the next items will be to look at the funding application and said he would start researching costs.

ADJOURNMENT

Ms. Jenkins made a motion to adjourn the meeting. Tim Olson seconded the motion. The Committee voted unanimously to adjourn the meeting at 8:38 p.m.

Prepared by:

Mary Alice Cookson

Attest

Date