

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

January 30, 2019

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), Just Moller, Lee Sollenberger, and John Sayre-Scibona of Design Technique (DTI); FINCOM Liaison, Phil Stearns; Designer/Architect, Drayton Fair and Alicia Mailett of Lerner, Ladds, Bartel Architects (LLB); and citizen guest, Jack Lawrence.

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.

Tim Olson and Patrick Reffett began the meeting by explaining that they had submitted a Request for Eligibility for a Community Preservation Committee (CPC) grant in the amount of \$150k to ensure enough money for continuation of the current effort up to the 2019 Fall Town Meeting. This Eligibility was approved by the CPC. Jean Pierre inquired about the amount of money currently left from previous funding. Tim reported that we had approximately half of our \$75k CPC grant left and most all of the \$100k of funding via a previously approved Town Meeting warrant. The CPC will vote on the \$75k funding at their next meeting on February 14th. The grant request will then go to Town Meeting in April and if approved, the money would be available after July 1, 2019.

Drayton Fair started his presentation on potential building renovation options based on inputs received from the committee at the 1/16/19 meeting. He noted that most all committee recommendations were to keep all offices within the current building envelope. He began by reviewing once again, the fact that we have very little usable space in the building and then reviewing Option 1 that he previously showed the committee at the last meeting. Drayton then proceeded to present new Options 4, 5, 6, 7, and 8.

Option 4

This option places all offices within the building with no additions. It provides for a meeting room for 45 persons located in the basement, and locates the Facilities Office and some storage areas there as well. The second floor offers a 14 person conference room. The elevator is located within the building in the left front corner. All offices are ADA compliant. The second floor stage is lowered to keep all offices on the same level.

Option 5

This option places all ADA compliant offices within the building with no additions, with the elevator located in the center rear of the building. The option provides a 13 person conference

room and a 78 person meeting space, both on the second floor. Several offices are located in the basement.

Option 6

This option has an 1800 total square foot addition to house the elevator. All offices fit within the building. The option provides for both a 14 person conference room and a 78 person meeting space on the second floor. The Facilities office is located in the basement.

Option 7

This option fits all offices within the building and provides office space on a third floor level. This third floor will require significant structural support work. The elevator to the third floor may affect the building cornice in the rear.

Option 8

This option fits all offices within the building but removes the grand stairway, and locates a set of rest rooms in the basement.

Historical Cost Information

Drayton presented a slide showing some historical cost info for various building renovation projects, and cautioned all to not publicize them. While noting a couple of typos on the sheet, he also pointed out along with John that we should focus on project costs and not construction costs. John also pointed out that one should assume at least a 4% escalation in order to use these numbers.

Septic System

Drayton reported that his civil engineering consultant looked at the existing septic system and reports that it was built to handle 663 gallons per day based on expected usage. With today's Title V requirements that are based on the square footage of office and meeting space, the flow could be expected to exceed 1500 gallons per day. Fortunately, there may be some options for expansion of the existing system. Final considerations will need to wait for a decision on the building option.

A Rambling Discussion on the various Renovation Options ensued.

Jack Lawrence mentioned that he liked all of the offices within the building and wondered if the use of scanners to reduce storage space in the basement and use of offsite storage for paperwork had been considered. Tim noted that much of his paperwork consists of large drawings that make scanning difficult. Phil mentioned that a past proposal to do more scanning of paper in Town Hall did not get very far. Jack asked about concerns over radon in the basement. John noted that the upcoming HAZMAT investigation will address that potential issue.

John asked the committee about the Option 8 feature that removed the grand stairway. A question by Phil resulted in the general agreement that the Historical District Commission (HDC) will need to be contacted for comment about this feature. Drayton asked if we were

planning to do so and Tim agreed to contact them and perhaps attend one of their meetings. Tim also noted that the HDC has been asking to get involved with Town Hall renovation discussions.

In talking about Option 6 that located the Facilities office in the basement, Tim mentioned that he did not want his group split up.

Jay mentioned the idea of looking more at Option 1 with the idea of reducing the second floor meeting space to see if the DPW could then fit into the building. John noted the expense associated with renovating the garage space should the DPW be relocated there.

Jack asked if we had looked at heating and cooling loads in terms of establishing what type of building insulation might be required. Drayton pointed out that we were focusing first on space needs. He indicated that we would be installing a sprinkler system in the building and mentioned that blown in insulation can be used in historical building renovation as it is considered a reversible process. He also mentioned that removing the sheathing from a building for insulation purposes would trigger the need to design for a seismic event.

A question was raised about potential water ingress into the basement, and Lee mentioned the concerns that Mike Twomey has raised previously about the need to repair some piping. Tim mentioned that the basement has a type of French drain around it and to his knowledge past water problems were due to sump pump failure in the 2010 – 2012 time frame. Tim is not aware of any other ground water issues. Drayton mentioned that a historical renovation project in Weston resulted in a complete basement waterproofing and new slab due to their cautious building committee.

John asked about any guidance received by Tim and Patrick at the Selectmen's meeting the prior week. Tim reported that the Selectmen do not want any offices in the basement and want the second floor meeting space. There was no comment on using building additions.

Jean Pierre then asked how to decide amongst the options and wondered if the committee needed to meet with or without the architects. Drayton expressed some concern over the schedule and indicated we were within a week or so of the published schedule. He thus asked if we could now eliminate some of the options.

John wondered which of the options required the disability access ramp on the side of the building. A quick review noted that options 5, 6, 7, and 8 (with added ground level entry) do not need the access ramp. John noted that we will need to get a waiver from the Mass Architectural Access Board to remove the ramp. Patrick was not sure removing the ramp was a good idea.

Jack wondered if we could remove only half of the grand staircase vs. all of it in option 8. Tim liked the idea while Jean Pierre did not.

Drayton attempted to suggest which options should be discarded at this time. He suggested no to options 1, 2, 3, 4, 5, and 7. He proposed that we consider option 6 (with ground level entry and no ramp) and 8 (with perhaps only half of the grand staircase removed).

Jack questioned the added costs of splitting the location of bathrooms as in option 7 vs. keeping them close to one another but Drayton didn't think it was an issue.

Phil mentioned that we need to consider future expansion as we decide on options and thus he found the third floor idea in option 7 intriguing, even though much of it would be used for storage, or potentially a staff access only area. However, Drayton mentioned an issue with the elevator that may result in penetration through the cornice of the building in the rear. And that may be an issue with the Historical District Commission (HDC). He also mentioned the lowering of the second floor stage may require HDC discussion. Tim pointed out that he wanted to preserve the domed ceiling above the second floor meeting space, as was done in Option 6. He mentioned that second floor heat loss was high due to the ceiling and thus the offices need self contained heat.

At this point Drayton mentioned that he has enough info to work on the Options. He has looked at expanding the mezzanine area, lowering the stage, taking out the grand staircase, and proposing additions. He feels we are approaching the tipping point in our discussions.

Tim then initiated a discussion on the use of the elevator vs. the stairs. His personal view was that if the elevator were not co-located in the building with the stairs, he would opt for the stairs every time unless a previous evenings hockey game left him with "hockey legs". He suggested that in most buildings the elevator was near the stairs, thus providing an option. He suggested moving the elevator in Option 5 closer to the stairs so that a choice of stairs vs. elevator is offered. Drayton offered that this might entail a small addition, but pointed out that keeping the elevator in the building will not affect parking.

Jean-Pierre asked if we should go with Option 8. Phil liked it. Someone else proposed the addition approach. Tim asked if a future addition could be considered. Jack questioned the need for an HR office as this will be part-time a shared position with Ipswich and Wenham, and therefore why not just provide a basement office. Drayton asked and Tim responded that he needs to reach out to the HDC to ask them about the Option 8 feature that removes the grand stairway, and perhaps the idea of bringing the elevator entrance to grade and removing the handicap access ramp.

Tim suggested that it would be helpful if we could find a way to get the Facilities Office in Option 6 out of the basement.

At this juncture Jean-Pierre asked about next steps. John asked if two weeks were enough for Drayton to digest the latest feedback and come back with Options and if a meeting in two weeks was possible. Drayton looked at the schedule and noted we were almost on schedule, within a week or so, and agreed to a meeting in two weeks.

Jack asked that the preferred Option when decided be placed on the Town website.

Patrick looked at the schedule of all Town Committee meetings and suggested Tuesday, February 12, 2019 at 5:00 PM and all agreed. At this meeting we will select the final Option that Drayton will then detail and develop cost estimates.

Next the minutes from the January 16, 2019 minutes were approved unanimously.

Patrick and Tim then took the opportunity to thank Jean-Pierre for his work as Chair of the Committee to this point and announce that Mike Twomey will assume the Chair. Jean-Perre will stay on board the Committee as a valuable contributor. Mike is retired and available and the nature of the Committee work going forward will match Mike's experience well. (Mike was away in New York this day at a funeral for a death in the family.)

DTI Update on their Activities

Lee Sollenberger reported on several recent actions. The preliminary results of borings taken in back of Town Hall and in the DPW yard by Geotechnical Services looked good. They found considerable (5 feet) topsoil around Town Hall and ground water at 10 feet. Borings taken around the septic system showed ground water at 5 feet and a trace of VOC's but no issues. Tim indicated that he had to move one of the planned boring locations by 20 feet or so, and unfortunately the boring struck directly into a known water main whose exact location had not been determined. A final report is in preparation.

Lee reported that the site survey by Northeast Survey Consultants will be completed next week. They have done some preliminary work based on their previous work on the planned cell phone tower.

Lastly, Lee reported that a HAZMAT subcontractor will be contracted to look at the Town Hall building by week's end and work will begin next week. No soil HAZMAT assessment is planned. Tim asked if they needed DPW personnel support and Lee indicated they probably would at least at the beginning, especially since they would do some roof cuts. Tim reported that a past lead abatement had been done but he did not have a copy of the report.

The meeting adjourned at 7:45 PM.

Secretary

Jay Butler

Attested 2/3/19