

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

February 20, 2019

Members Present: Jay Butler, Jean-Pierre Minois, Tim Olson, Jeff Hubbard, Mike Twomey, and Patrick Reffett

Members Absent: 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 Mallory Demty of Lerner, Ladds, Bartel Architects (LLB); Town Manager, Joe Domelowicz; and Ray Whipple, Chair of the Hamilton Historical Society.

This Town Hall Building Committee (THBC) meeting was called to order by Patrick Reffett at 5:00 PM in the Memorial Room at Hamilton Town Hall. Patrick began by reciting the agenda items for the meeting and notifying all that due to another meeting following ours that this meeting will need to end at 6:45 PM.

Patrick opened the meeting by asking for nominations for Chair of the THBC. Jay Butler nominated Mike Twomey that was then seconded by Patrick. The vote was unanimous (ex Mike whose wife told him not to vote for himself).

Mike then took over chair of the meeting.

Consultant Reports – Lee Sollenberger of DTI reporting

The results of 7 or 8 test borings taken behind 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 in the DPW yard for a future septic system showed ground water at 5 feet and a trace of VOC's but no issues. There will be no need for a special foundation should an addition to the building be proposed. A final report is in preparation.

The site survey by Northeast Survey Consultants that includes looking at floor elevations has been completed.

The building HAZMAT investigation is ongoing. No soil HAZMAT assessment is planned. Lee explained that it is not required and if we did a soil HAZMAT assessment and found any issues we would be required to report it and remediate the issue. Soil tests are only required if the soil dug up will be removed off site. Any soil dug up around Town Hall will remain on site. Within the building, no asbestos was found anywhere, including the walls. Some asbestos was found in the roof shingles on the DPW garage. To no one's surprise, lead was found throughout the

interior of the building, in mostly in the trim paint. This is considered a minor issue for a building such as Town Hall. If this were a private residence or a day care for children, it would be a much larger problem. The radon test will be done soon.

All of the above reports will be placed in the THBC Drop Box when complete.

Consultant Reports – Mallory Demty reporting

The mechanical, electrical, and plumbing (MEP) and fire protection analysis is complete. The boiler is at the end of its useful life. The electrical system will require a new 800 amp service and emergency generator. The plumbing needs some updating and some PVC pipe needs to be replaced as PVC is not allowed under present codes. A sprinkler system will need to be installed for fire protection.

The structural analysis is complete and no problems were identified. Some internal seismic bracing will be required along with some plywood sheathing. The stage is not overbuilt on the second floor so a new floor will be required for second floor offices. The mezzanine will need to be rebuilt along with the associated staircase.

Mike asked when we would get these reports and Mallory indicated she would send the structural report right away and the others when issued.

The septic system will likely require an expansion of capacity, with potentially an adjacent expansion of the current tank. In order to complete the analysis, a water flow test in the street in front of Town Hall is required to determine if a water pump will be required. Tim indicated that his department would do that. Tim expects the flow test to show 68 – 70 psi.

Mike asked about the plan for insulation of the building, especially if we will trip some codes as we move forward. Mallory explained that they did not want to pursue a full energy code compliance that would be triggered by removing the outer sheath of the building. The approach to insulation would be from inside with a combination of 2 inch insulation and some blown-in material. The blown-in insulation must be “removable” and since closed cell foam tends to stick to the building, it cannot be used. A cellulose foam would be likely used. According to Drayton, whatever will be done, the insulation will not likely correspond to the strictest energy codes, but that this was typical of older buildings. Drayton suggested that the committee will need to decide how far to go with insulation. Mike asked about where the Town is with regard to current codes. Mallory agreed to check it out and report back. The question is whether or not Hamilton needs to follow the Stretch Energy Code.

DPW Gas Tank Relocation - Jay Butler queries

Jay asked about the plan for the DPW gas tank relocation, specifically as to whether or not that effort was a formal part of the building renovation project, and hence the probable need for a HAZMAT soil assessment. Joe Domelowicz reported that the gas tank issue is a little more complex in that discussions with Wenham continue as regards their potential interest in access to

this refueling site for their vehicles. Joe indicated that we should treat the gas tank relocation separately but that any request for funds would be done in concert with and at the same time as a request for building renovation funds. Tim reported that the tank is likely in good condition as it is a double walled fiberglass construction and that their manual monitoring has shown no leakage.

LLB Presentation on Building Options – Drayton Fair

New Option 6

Dayton presented the latest version of Option 6 to the Committee. There is still a 1000 square foot addition to the rear right corner of the building to house the elevator that provides access to the basement, first, and second floors. The basement has the two existing rest rooms, a staff break room, and storage areas. Tim asked if showers, lockers, and a break room for DPW employees could be added to the basement. Drayton agreed it could be done. The first floor reduces the size of some offices, reduces storage areas, but provides two ADA compliant rest rooms, and utilizes the existing vault.

The layout removes the current ramp on the side of the building for ADA access and provides only a ground level entry to the elevator in the back of the building. Several people mentioned that the Historical District Commission has no issue with the idea of removing the ramp. Drayton explained that we will need to get a variance from the state office concerned with building disability access to remove the ramp. He also noted that this design provides only a rear entrance for the disabled and NOT an entry through the main entrance of the building. He felt that this may be an issue with the state office and that we may need to provide ADA access at the building main entrance in front.

On the first floor, Jay asked if the current vault were large enough for both present use and future. Mallory indicated that it was not large enough, but that a new vault could be added in the basement. The new vault would need to have a 6 hour burn through requirement and would likely need to be made of concrete to meet current codes. Tim asked if a fire rated cabinet could be used. Mallory said that whatever we did, it would need to meet state standards. Drayton and Joe both suggested placing older files in the basement and more current files in the current vault.

Mike observed that most all offices were to lose some file storage space and that this will require consideration by all staff about which files need to be at arm's length vs. those that can be in the basement. Jay asked if LLB will re-interview staff regarding this proposed office configuration. Mallory indicated that they would do so. Joe indicated that employees need to look at doing things differently including looking at scanning of documents. Mike said it was time to go paperless. The first floor also provides a 14 person conference room but the Treasurer's office loses their 4 person conference table.

The second floor of this Option 6 provides a 67 person open meeting room with domed ceiling. All offices are fully enclosed and separated from the meeting area. Four new rest rooms are

created along with a small break room. Mallory indicated it would also be possible to have a small mezzanine level available for storage.

New Option 8

This modified Option 8 still has the grand staircase removed and there is no addition on the rear of the building. It was noted that the chairs of both the Hamilton Historic District Commission and Historical Society both had no concerns with removing the grand staircase. Two new rest rooms are added in the basement along with the two existing ones that will have a shower in them. Tim asked and Mallory acquiesced that lockers could be added in the hallway in the basement and a DPW break room could be added as well.

The first floor layout retains the ADA ramp on the side of the building so that the side door can provide immediate access to the elevator inside. A ground level entry to the elevator is provided in the rear of the building as well. This new option for the first floor allows for a new vault, and a 14 person conference room, but the Town Clerk will not have a private office.

The second floor provides a 67 person meeting room with domed ceiling, fully enclosed offices, and the possibility of a mezzanine level for either storage via stairs or future offices if the elevator were extended upwards through the roof. The degree of required extension will need to be determined. Skylights would likely be needed as well if the mezzanine were to be used for offices. Mike and Mallory had a brief discussion on the type of elevator that might be considered, i.e., traction vs. hydraulic. Mallory said LLB preferred traction but that she would look into it. Mike said he would research it as well. Several persons liked the idea of future expansion capability for offices and Tim asked if the elevator could be extended/retrofitted at some point or did it need to be built for the mezzanine level initially. Drayton offered that most anything could be done with enough money. Joe didn't think we should extend the elevator at this point. Joe wondered if we should leave the hallway on the second floor exposed to allow better view of the domed ceiling but Mallory indicated that the view would be there with the enclosed offices. Tim asked if LLB could model the second floor ceiling so we could gain a better understanding of the design. Drayton and Mallory agreed to do so.

Mike thought that removing the grand staircase might be an issue with some voters. He also asked about placing some temporary offices in the basement. Joe agreed to offices in the basement but only for short term visitors, e.g., auditors, and meeting space for committees.

Mallory asked if the Committee could now choose one of the Options. She then listed the modifications that she had agreed to consider: mezzanine use; basement lockers, DPW break room, and meeting rooms; and building insulation details.

Project Cost

Mallory indicated that a rough cost estimate comparison of the two options presented this evening shows that Option 8 is \$750K less than Option 6 and that the total project cost of Option 6 is approximately \$8M. Since this estimate does not cover the entire project cost, e.g., building

staff relocation during construction, and is very preliminary, he suggested we not publicize this number for the moment. All agreed.

Jay asked if there would be air conditioning units on the roof with these options. Drayton said no. Jay also asked about the proposed location of the emergency generator and associated fuel tank. Tim indicated that it would likely be located in the corner of the DPW yard along with its fuel, either propane or natural gas.

Joe mentioned that we need to add parking spaces and the plan would be to look toward the DPW yard. Tim will approach this with LLB.

Mike asked why the \$750K difference between options. Mallory indicated it was the cost of underpinning and establishing new walls. Mike also referenced Option 1 that was attractive to him because of the use of an addition for the elevator, new vault, and stacked new rest rooms. Jay had mentioned in passing that he was still hung up on Option 1. Mallory offered that they had not costed out that Option.

Jay noted that going with Option 8 might be an issue with some voters due to the removal of the grand staircase. When asked, Mallory noted that going with removing one half of the staircase did not work. John said we needed public input on it. Ray Whipple gave a brief history of Town Hall where it was first used as the social center of the Town whereas the building was now needed as functional office building. He did not have a problem with removing the staircase. Patrick noted that in a conversation he had with chair of the HDC, Ed Howard, that he was told the HDC has no interest in the inside of the building, only the outside.

Mike referred to the THBC charter where it requires liaison with several committee. He specifically noted that the THBC needs to reach out to the Historic District Commission (HDC) and the Historical Society. Tim noted that he was going to attend the HDC meeting on March 7th for that purpose. Joe noted that the Council on Aging should be considered for liaison as well. John suggested having an open meeting with all stake holders and open to the public.

In considering the Options, Joe noted that the domed ceiling above the second floor meeting space was a good selling point. Tim and Joe said the rendering of that design will help appreciate the effect. Tim mentioned that the arch over the stage will be removed.

Drayton pointed out that Option 6 now has the addition up against the back of the building vs. separated a bit in earlier options, as he thought that might be preferred by the HDC.

Drayton then attempted to list all of the action items he accepted this evening:

- Present two options in two weeks
- Make some more modifications:
 - add new vault in basement
 - add elevator to mezzanine and stairs
 - look at head space in mezzanine and potentially adding dormers to building

- look into hydraulic elevators
- add some meeting room(s) in basement
- add lockers and DPW break room in basement
- develop model of domed ceiling

Mallory asked if Option 1 were still in play and Mike said maybe. His feelings were that we have not yet examined all options in enough detail.

Past Meeting Minutes

Jay made motions that were both seconded by Patrick to approve the meeting minutes of 1/30/19 and amended minutes for the 12/20/18 meeting.

Mike then took the opportunity to thank Jean-Pierre for his work as Chair of the Committee.

Mike asked about the possibility of another committee meeting next week but demurred when Jay said he would be away all next week. He next explored the following week and it was decided to meet either Tuesday or Wednesday, March 5th or 6th, at 5:00 PM at Town Hall. The committee may also meet on Thursday, March 7th at 6:00 PM as part of the HDC meeting.

The meeting adjourned at 6:45 PM.

Secretary

Jay Butler
Attested 2/21/19