

TOWN HALL BUILDING COMMITTEE

NOTES FROM MEETING

June 19, 2019

Members Present: Jay Butler, Jean-Pierre Minois, Mike Twomey, Patrick Reffett, Jack Lawrence

Members Absent: Bill Olson, Jeff Hubbard, Tim Olson

Others Present: Owner Project Manager (OPM), John Sayre-Scibona of Design Technique (DTI) (partial); and by telephone, Designer/Architect, Mallory Demty and Drayton Fair of Lerner, Ladds, Bartels (LLB) (partial); and Phil Stearns FINCOM liaison

Mike Twomey opened the meeting at 5:04 PM in the Memorial Room at Town Hall.

Past Meeting Minutes

Jay recorded some typo changes submitted by Jack to the meeting minutes of 6/14/19, made a motion to accept them, and they were voted unanimously.

Board of Selectmen (BOS) Meeting of 6/17/19

Mike reported on the Selectmen's meeting of 6/17/19 that was also attended by Jean-Pierre, Jack, Jay, Tim, and Patrick. Jeff was there as well as Chair of the BOS. Mike gave them a very brief overview of the Option A vs. B renovation options but did not tell them of the THBC vote for Option B. He did mention the Option B support and letters from the Historic District Commission and FINCOM. Tim reported on the results of the on-line survey. Mike asked for a vote of the Selectmen on Option A vs. B and they split 2:2 as Bill Olson was absent. The Town Manager was neutral on the matter. Jean-Pierre thought the Option A vs. B vote was due to financial differences. Jay didn't think anyone's position was passionate. The BOS and THBC were hoping to get Bill Olson's vote on the matter.

During tonight's meeting, Jean-Pierre asked if we can confidently proceed with Option B. However, as the THBC really needed to commit to the LLB to proceed, Jay noted that Bill has had time to comment. The THBC then voted unanimously at tonight's THBC meeting to commit LLB to completing the design of Option B.

Mike also asked for a BOS vote on Doug Trees suggestion to permanently relocate many employees to the Patton Estate and the vote was 3:1 against the idea. The Town Manager indicated his disagreement as well. In support of the argument against, Tim presented some estimates to bring the Patton Estate up to code. The basic argument against the idea was splitting up Town government. Mike noted that he had already informed Doug Trees of the Selectmen vote and Doug accepted it and thanked him for investigating the idea.

Jean-Pierre noted that the BOS was also being given access to the committee DropBox.

Building Renovation Option B Discussion

Mike opened the discussion by noting that LLB needs to bring the Option B layout up to the update level of Option A and he felt that we needed a new cost estimate since the Option B estimate of + \$750K was a very rough estimate. Mallory noted that the plan was to develop a new cost estimate at the end of Detailed Design, and that any cost estimate would take a week to a week and a half. She added that LLB needs to first develop the details of the addition and the rear elevation options and get the necessary THBC and Historic District Commission approvals. Mike pressed the cost estimate issue but Mallory indicated that the only difference likely to come from an estimate would be for the addition, but that the design would first need to be approved. Drayton intervened at this point and noted that changes to Option B can be done soon. He also said that the addition design along with elevation options can be developed in short order as well, and that a cost estimate can be done afterwards. Mike has concerns over the details of the attachment of the addition to the building and the fact that the addition has to be sympathetic to the design of the existing building. He also wondered about the placement of the elevator in relation to the building. Drayton noted that the elevator location in the addition is different in Option 6 vs. Option B. John asked if underpinnings will be needed. Mallory said she would check but didn't think so.

After some discussions amongst all, it was agreed to meet next Thursday, June 27, 2019 at 5:00 PM in the Memorial Room at Town Hall. LLB will present the Option B update, addition design, and rear elevation options.

Restoration Deed Restriction on Essex Town Hall

Mike brought up an issue with Essex Town Hall that had been recently renovated. It seems that Essex Town Hall is listed in the National Register of Historic Buildings and because of that had some deed restrictions on the amount of renovation that could be done in the future. Mike wondered if Hamilton Town Hall had any deed restrictions by virtue of their listing in the National Register of Historic Places. Drayton suggested that such restrictions should be on file somewhere, and offered to check with the MA Historic Commission if we wished. It was agreed that Mike would contact Ed Howard of the Historical District Commission to have his committee research this question.

Miscellaneous Comments

Patrick asked John of DTI what he thought they should be doing on the project. John responded that they would work with LLB on the Option B layout update, rear addition design and rear elevations, and then on the follow-on cost estimate update.

Mike mentioned that our THBC operating policy requires reappointments of persons to positions on the committee. However, since the Board of Selectmen will not reappoint persons to the THBC until July 1st, we will table the issue until afterwards.

Mike read some excerpts from Doug Trees' latest email to him where he raised concerns over parking spaces, and budget concerns.

More Option B Comments

Jay brought up some questions and concerns on the Option B layout, specifically regarding the second floor meeting room, that should be discussed at the next meeting when we review the layout. These items were as follows:

- Since we removed the second floor corridor wall at the rear of the meeting room, have we decided how to restrict public access after business hours to offices on the second floor? Several offered that the offices should be locked.
- What type of chairs will we provide for this meeting room – stackable as we have now or folding chairs, and where do we store them? Do we need to have tables if we offer the room to other groups? Someone suggested storage in the basement. Mike suggested that they will have to provide their own.
- We need to allow for wall space to install the two plaques in the Memorial Room when we dedicate this room to veterans.
- We will need a written policy for allowable uses of the room to the public.

Jay mentioned that as we review the cost estimate going forward we should stop calculating and publicizing the cost per square foot for the Total Project Cost and only calculate square foot costs for construction so as not to confuse and excite people.

Historical District Commission (HDC) Issues

Mike reiterated the need for a couple of HDC member to participate in a walk-through of Town Hall to identify historic mill work that should be preserved. Jack, Jean-Pierre and Mike commented about chair rails and wainscoting and how to determine if they were a candidate for preservation. Several THBC members said they would like to participate in the walk-through. Patrick cautioned that if too many THBC members participate, he will need to post a meeting notice. Jay noted that we will need to ask the HDC about the replacement of the slate roof as well. Mike will send a letter to Ed Howard on these matters as well as the addition and elevation designs and potential deed restriction.

White Paper on Town Hall Project

Mike brought up the subject of Jay's overview paper whereupon Jay immediately noted it was obviously long. Several commented it was complete. It was probably sufficient to place on our website but it needs significant reduction in page count to get down to a size that can be easily mailed, i.e., 5 pages. Jay mentioned that he received comments from Drayton, Jack, and Phil and would welcome more. Jack offered to take stab at reducing the paper to 5 pages. Jack also told the committee a short story about a recent meeting with a local resident for which this mailing would be much welcomed.

Soil HAZMAT Testing

Jay brought up the subject of soil HAZMAT testing around the building as recent statements have suggested we had successfully completed this testing. Jay asserted that we had not, while several thought we had done so. Mike agreed to check with DTI as regards our status and if the test had not been performed, what they would suggest.

THBC Outreach to Other Boards and Committees

Jay brought up the need for more committee outreach since we have only met with the HDC on two occasions, the Board of Selectmen, and the Community Preservation Committee by virtue of the CPC grant process, but with no other town Boards or Committees other than what was accomplished at the All Boards and Committee Meeting. Jay first mentioned the Planning Board and Zoning Board of Appeals whereupon Patrick suggested he will include their members on all future THBC meeting agenda notices. Jay then mentioned the Conservation Commission and Hamilton Development Corp. but it was suggested that we did not need an interface with them. Patrick noted that some Hamilton Development Corp. members are Planning Board members. After suggesting outreach with the Council on Aging and Hamilton Historical Society, Mike offered to contact the COA to get him on their next meeting agenda to give them an update and have them ask questions. Jay agreed to do the same for the Hamilton Historical Society. Jay then noted that all of the persons serving on these committees by virtue of their volunteerism, have some influence in the community and thus it behooves us to win them over to the project.

Availability of Grants

Jay brought up the subject of grants and asked if we should be pursuing them. Patrick cautioned that many grants, especially those from the MA Historic Commission carry future deed restrictions as we had discussed earlier. Mike asked if the Town had a grant writer. Patrick said no.

Action Items Status:

- Tim and Joe Domelowicz – Decide whether or not to apply for a CPC grant at the October 2019 Town Meeting for funds to support development of Construction Documents and Bid Packages. CPC Eligibility Grant requests are due by July 3, 2019 and the Town Meeting warrant closes 8/1/19.
- Patrick – Develop selection criteria for employee relocation.
- Patrick – Look into Cherry Hill Industrial Park in Beverly as a potential employee relocation.
- Mike/Tim/Jeff/Joe D. – Get an article in the Chronicle. – on hold. Chronicle recently refocused its area coverage to include a large number of local communities, likely reducing its effectiveness in providing local coverage of issues.
- Drayton and Mallory – Provide information and advice to Mike to allow him to initiate request for waiver to remove ADA access ramp on side of building. – a decision must first be made on the rear entry options, and with the selection of Option B, a waiver will be needed for the staircase.

- Tim – Decide whether or not both doors in the rear of the building will be open to the public.
- Mike/Mallory/Drayton/Lee – Come to an agreement on building “gross square footage” for discussion of building renovations and recommend guidelines for public discussion of cost per square foot. – Mallory looking into it

New Action Items

- LLB – Develop update of Option B renovation layout
- LLB – Develop options for THBC to consider for building addition design and rear elevations
- LLB – Are underpinnings necessary for elevator in the addition?
- Mike – Send letter to Ed Howard of Historic District Commission (HDC) regarding several matters:
 - Does Hamilton Town Hall have any deed restrictions attached to the building via its listing in the National Register of Historic Places?
 - Can he suggest two members of the HDC who would be able to spend a couple of hours on a week day on a walk-through of Town Hall with the THBC building architect, and perhaps some THBC members, to identify interior historic mill work that should be preserved? If so, can he provide names and contact info and their availability over the next month or so?
 - Does the HDC feel the roof of Town Hall should be replaced with slate?
 - Notify him that the THBC will be reviewing the building addition design and rear elevations soon, and will send them to the HDC afterwards.
- THBC – Provide Jay Butler with comments and on his overview white paper on the project.
- Jack Lawrence - Develop suggested reductions on Jay’s overview paper to get it on 5 pages, suitable for mailing.
- Patrick – Send all future THBC meeting agenda notices to all members of the Planning Board and ZBA.
- Mike – Contact the Council on Aging to see if he can get on the agenda for their next meeting to explain the renovation effort.
- Jay - Contact the Hamilton Historical Society to see if he can get on the agenda for their next meeting to explain the renovation effort.
- Mike – Contact DTI to ask them about the question of doing a soil HAZMAT assessment outside the building.
- Jeff – Provide THBC with Bill Olson’s vote on Option A vs B.

A motion to adjourn was made at 6:40 PM was seconded and voted unanimously. **Next meeting of the THBC will be at Town Hall on Thursday, June 27th from 5:00 to 7:00 PM.**

Secretary
Jay Butler
Attested 6/20/19