

TOWN HALL BUILDING COMMITTEE/ All Boards and Committees Meeting

NOTES FROM MEETING

June 14, 2019

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

Members Absent: Bill Olson

Others Present: Owner Project Manager (OPM), Lee Sollenberger of Design Technique (DTI); and by telephone, Designer/Architect, Mallory Demty and Drayton Fair of Lerner, Ladds, Bartels (LLB)

Mike Twomey opened the meeting at 8:03 AM in the Memorial Room at Town Hall.

Past Meeting Minutes

Jay mentioned some typo changes submitted by Phil and Jack to the meeting minutes of 5/22/19 and 6/5/19, made a motion to accept them, and they were voted unanimously.

Town Survey

Tim mentioned that he had revised the Town contract for Survey Monkey and he is now able to collect all relevant data. He reported having received 206 completed surveys that were routed to the committee. The results were as follows:

Question 1 – OK to remove grand staircase, 116Y and 91N

Question 2 – OK for addition – 140Y and 66N

Question 3 – Ok for second floor offices and meeting room – 182Y and 24N

Question 4 – OK to take out stage – 187Y and 20N

Question 5 – second floor meeting room – 158y and 20N

Question 6 – meeting room open to public – 146Y and 62N

Comments – 58 comments – project too costly, consider Patton Estate, keep staircase, etc.

There was one comment that Mallory pointed out on page 208 regarding the grand staircase but no one could understand the comment.

Mike asked if we should put the results in the Dropbox and all voted to do so. Jean-Pierre asked if we should make the results public. Mike said eventually yes but not at this time as we have not yet finished analyzing the results. Jack noted that we should publicize the survey results at some point.

Community Preservation Committee (CPC) Meeting of 6/13/19

Mike reported on his attendance and that of Mallory, Lee, Jack, and Jay at the previous night's CPC meeting. The majority of that meeting consisted of a presentation and Q and A with Stuart Saginor, Executive Director of the Community Preservation Coalition Office. For part of his

talk, Stuart focused on how CPC grants for historic preservation are assessed for their eligibility, and in particular those that might be brought forward for Hamilton Town Hall. He passed out copies of the CPC decision matrix that is used. Given that Hamilton Town Hall is listed in both the state and Federal Register of Historic Places and sits in the Hamilton Historic District, there is no question of eligibility. Given the Hamilton Historic District Commission has oversight authority over any exterior work on the building, CPC grants in that area are not at issue. And the building addition in Option B is also eligible for CPC funding since it is directly related to ADA access. New office layouts in the building are also eligible. Stuart did mention that when it came to the inside of the building that if historic features were to be demolished with town money while CPC funding was being used for the exterior and addition, he felt that approach was not consistent with the spirit of the CPA. He further pointed out that if we did plan on using CPC grant money for the interior that we should be following the US Dept. of the Interior Building Standards for historic preservation. He passed out copies of these summary rules. Jay mentioned that the Hamilton Historic District Commission (HDC) wanted to offer advice on what interior historical features might be preserved. While getting into a discussion of details as to what should be considered historic, Stuart conceded that it was a CPC decision perhaps backed up by support from the HDC and Town Counsel as to what is eligible for CPC funds. Mike asked that the two handouts be placed in the committee Dropbox. During the discussion, Jay mentioned that the CPC might be capable of approving up to \$2M for the project.

Hamilton Historic District Commission (HDC) Letter to the THBC

Mike read a letter sent to the THBC by the HDC, announcing their 5:1 vote in support of Option B, mentioning their responsibility for the exterior of the building, and their desire to offer inputs on various interior building historic features that should be preserved. They also mentioned their approval of the second floor layout and the need to dedicate the second floor meeting room to veterans in place of the current Memorial Room. Mallory asked that we set up a walk through with a couple of HDC members who could point out interior historical features of concern. A brief discussion continued on what building interior features might need to be preserved. Mike asked that the HDC letter be placed in the Dropbox.

FINCOM e-mail

Mike mentioned an email he received from Phil Stearns of the FINCOM. After some discussion within their committee, they voted unanimously for Option B noting the relatively small difference in cost with Option A, the ability to preserve the grand staircase, and the possibility of future expansion with the addition in Option B. Mike asked that this letter be placed in the Dropbox as well.

Doug Trees E-mails

Mike reported on a series of emails with sketches sent out to selected individuals by Doug Trees recommending restoration of the second floor to its original grandeur and the permanent relocation of some town Hall employees to the Patton Estate. As was discussed at our last meeting, we will ask the Selectmen at their meeting next Monday night to rule on whether or not we should investigate the use of the Patton Estate. At Jay's request, Mike will summarize the

info from Doug and place it into the Dropbox. Mike also noted that he will meet with former resident, Bill Dery, to get some comments from him this weekend.

Patton Estate Discussion

A discussion on the use of the Patton Estate ensued when someone asked Jeff what he thought and Jeff responded that he felt that it would probably cost the same money or more to rehabilitate the Patton Estate interior, and he did not support the idea of splitting town service into two locations. Patrick offered that the second floor of the Patton Estate might be considered for temporary relocation of some non-retail employees during the construction phase. Jack questioned if the second floor were ADA accessible. It is not but Patrick suggested that they could operate the same way as town hall does now with the employees coming downstairs to meet with people. Jay suggested that the committee consider a small side contract to analyze the Patton Estate for suitability but proceed along with the Option chosen. Mallory suggested that if we needed to do that, we should stop work on Option A or B and focus on the Patton Estate first. No one seemed to endorse that idea. Tim suggested that he has cost data based on the work done to date on the first floor of the Patton building and that it may be enough to show a rather high cost for its consideration of second floor rehabilitation. Mike suggested that Tim speak to that data at the Selectmen's meeting. Tim also mentioned that renovation of the DPW buildings would probably be cheaper. Drayton pointed out that renovation of both the Patton Estate and Town Hall means work on two buildings that might double the cost. Jack noted that we need the Selectmen to decide the issue based on the need to keep employees in one place. Mike asked if the Selectmen were up to date on the current use of the Patton Estate. Jeff said they were. Jean-Pierre noted that we had some prior direction as to not using the basement for offices and wondered if we had been given direction to keep all employees in the building. Jeff noted that he did not have any appetite for a move to Patton. Mike and Patrick cited the likely higher costs

Ed Howard Documents

Mike mentioned that he met with Ed Howard last week and that Ed provided him with two documents written by him in December 2016 and January 2017 and sent to the Selectmen at that time. The documents recommended permanent relocation of some town employees to the Patton estate. The Selectmen did not act on Ed's suggestion but he decided to bring it up in support of Doug Trees suggestions. Mike will send these documents to Lee to put them in the Dropbox.

Building Square Footage Discussion

Mike and Mallory had a brief discussion on the need for all to get on the same page as to what gross square footage number we should be using for Town Hall. Mallory agreed to go back and check with cost estimating on their assumptions.

Board of Selectmen Meeting Preparation 6/17/19

Mike asked what we needed for Monday. Jean-Pierre suggested we vote on Option A vs. B and Jeff seconded that idea. Tim asked for a clarification of the FINCOM vote for Option B. Mike noted that it was to save the grand staircase, allow expansion opportunities, and their feeling that the cost difference over 30 years was not a large issue. Jack noted the problem with the DPW yard in back. Tim agreed that the addition poses issues with what to do with the yard. He has

been talking with employees on options. Lee noted that neither Option offers much parking. Tim said that Option B makes things more difficult. Mike stated that we needed to take a vote on Option A vs. B. Tim noted that we have received the opinions of the HDC and FINCOM but there may be many residents who don't appreciate the stairs and want only the lowest cost Option. Jack noted that Option A may not be the cheapest in the end if removal of the stairs affects the availability of CPC funds. Tim pointed out that if we keep the stairs we will need to obtain a variance from the MA Architectural Access Board given there are code issues with rise and run of the stairs, tread width and location of handrails. Tim asked if the variance relieved the town from liability in case of an accident if a variance is obtained. Drayton said no, but perhaps some things could be done to make them safer such as modified handrails. Finally, Drayton suggested that we choose Option B. Jay made that motion and it was voted unanimously. Jay also asked about assuming that we will be able to lower costs as we move through detailed design. Mallory said we should not assume that. Mike asked if Jeff needed anything else and he said no. Tim and Mike will speak while Jay declined to bring up CPC issues as that may confuse the real reason for the meeting. Mike said he would prepare something and send it out this weekend.

White Paper on Town Hall Project

Jay noted that the survey results showed only a few major concerns, i.e., the grand staircase preservation, potential use of the Patton Estate, and the ultimate project cost. The other comments suggested that some people didn't understand what we are doing. To address this, Jay suggested developing a multi-page white paper summarizing all aspects of the project and then mailing it out to all Hamilton residents. Tim noted that the cost would be around \$1200. And he thought it a good idea. Without saying so, it appeared all thought it a good idea. Jay agreed to draft such a document and send it out to all of the committee and consultants for comment and input, suggesting it might take a few drafts. Jack noted that the paper could be shortened for a newspaper article.

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 door 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
- Mike and Lee – Mike to send several documents to Lee for placement in Dropbox, i.e., survey results, two CPA documents, HDC letter, FINCOM email, Ed Howard’s two documents, and summary of Doug Trees’ ideas.
- THBC – Set up Town Hall walk-through with a couple of HDC members and Mallory to identify interior historic preservation features.
- Jay – Develop draft white paper explaining the Town Hall renovation project and summary of where we are.

A motion to adjourn was made at 9:34 AM was seconded and voted unanimously. **All THBC members were encouraged to attend the Board of Selectmen’s meeting on Monday, June 17th at 7:00 PM at Town Hall in the Memorial Room. Next meeting of the THBC will be at Town Hall on Wednesday, June 19th from 5:00 to 7:00 PM.**

Secretary
Jay Butler
Attested 6/14/19

