

TOWN HALL BUILDING COMMITTEE

NOTES FROM MEETING

June 27, 2019

Members Present: Jay Butler, Jean-Pierre Minois, Mike Twomey, Patrick Reffett, Bill Olson

Members Absent: Jeff Hubbard, Tim Olson, Jack Lawrence

Others Present: Owner Project Manager (OPM), John Sayre-Scibona of Design Technique (DTI); Designer/Architect, Mallory Demty and Drayton Fair of Lerner, Ladds, Bartels (LLB); Phil Stearns FINCOM liaison; Ray Whipple and Elaine Whipple of the Hamilton Historical Society; Richard Boroff, Planning Board; Darcy Dale, Selectmen; and Steven Walsh, COA Executive Board

Mike Twomey convened an informal discussion due to lack of a quorum at 5:04 PM in the Memorial Room at Town Hall.

LLB Presentation on Option B update and Proposed Addition Designs

Mallory first reviewed the Option A layout that had been updated after recent town hall employee interviews. She next showed the Option B layout that had not been updated to the same level of Option A. She then presented the latest Option B layout to more or less bring it up to the same revision level as Option A. Option B requires an addition at the right rear of the building to houses stairs and grade level access to an elevator that provides access to all floors. The elevator is located sufficiently far from the building that no under pinnings will be needed and nor a significant expansion joint between the addition and building. The lower level provides for: two sets of rest rooms with one set having showers for DPW employees and an adjacent locker room; a new vault; a flex office; employee break room; storage; and an 8 person conference room. The entrance at the left rear of the building is maintained. The first floor provides for: Building Dept. offices adjacent to the Board of Health offices; Treasurer and Town Clerk's offices; Assessor's office adjacent to a 14 person conference room; Community Preservation Planner's office; Conservation Commission office; Planning Dept. office; and a set of rest rooms. The second floor provides for the Town Manager's office suite; Finance Dept. offices; DPW offices; a set of rest rooms; and a large meeting space with some storage and the back wall and corridor removed for more space. The Mezzanine will not be load bearing but accessible, the stairs and doors that now provide entry will remain, but will be prominently labeled No Entry. All second floor offices will have ceilings that will mute conversations between them. The domed ceiling will be visible from the large meeting room. The grand staircase will be preserved in its entirety. Mallory also pointed out some modest changes that preserved some decorative trim above the stage.

Richard Boroff asked why we decided not to use the Mezzanine for storage and Mallory said it was due to cost issues in shoring up the building.

Mallory next presented some elevation drawings demonstrating that the addition is not visible from Route 1A. She then showed three options for the design of the addition, first pointing out that the grade level entry into the addition is located nearest the bulk of the parking available. Drayton noted that since we need a waiver from the Mass. Architectural Board to remove the ramp at the side of the building, the design of the addition is meant to imply that this is the new main entry to the building. Option 1 has a glass enclosed entrance that shows the stairs and the rear of the building. The remainder of the addition is covered with clapboards similar to the building and the elevator shaft is covered in fieldstone to match the building foundation. Option 2, the most modern and most expensive option, has a butt-glazed curtain wall of glass with the elevator shaft wrapped in clapboard. The entire rear of the building is thus visible. Drayton noted that this design and workmanship will need to be perfect and that it will cost to do so. Option 3, the least expensive option, has a clapboard enclosed elevator shaft and board and batten wainscoting exterior, windows matching those of the building and window light openings beside the elevator. Mallory mentioned that their team also designed an option that enclosed all of the addition in clapboard but it didn't work at all. Drayton mentioned that many things were possible, including mix and match amongst materials, and that LLB needed direction before proceeding to a cost estimate and detailed design.

Jay mentioned the need for the Historic District Commission to comment on these options and the potential for a slate roof as they have authority over the exterior building design.

Bill Olson mentioned that a new requirement for hydraulic elevators requires a sump extraction path. Mallory noted that we were using an electric traction elevator.

Ray Whipple, Hamilton Historical Society, commented that he had not been following the recent deliberations on Option A vs. B, but reiterated the need to plan for the building to house a modern business vs. times of old when it was used for dances, socials, library, etc.

Steven Walsh, member of the COA Executive Board, indicated he has attended a couple of our meetings and had been in support of Option A, said he had no problem with Option B.

At this juncture, the committee now had a quorum and Mike officially convened the meeting at 6:02 PM.

Mike first asked Bill Olson if he was willing to cast his informal vote on Option A vs. B. Bill demurred saying he will discuss it at the next Selectmen's meeting.

Mike then asked Mallory if she could briefly go over the important aspects of her earlier presentation for the late arrivals. Mallory did so with no further discussion on them.

Mike said we needed to get the HDC involved to review these designs. He also mentioned that Dorr Fox, Coordinator for the HDC, was researching whether or not Hamilton had a deed restriction on the building since it is listed in the National Register of Historical Places.

Jay noted that the THBC had never really discussed the conceptual cost estimate, and while there were some provisions for preserving some interior millwork, asked whether or not there was enough money identified. Mallory and Drayton felt uncertain depending on how much we wanted to preserve. At this time Mike suggested we really needed to plan for the walk-through of the building with representatives of the HDC and LLB. Mike, Mallory and Drayton studied their respective schedules so Mike could set something up.

Jay asked Ray if there were any upcoming Historical Society Meetings where he could appear and give an update on the project. Ray indicated that he was no longer President and that not only was a new one yet elected, no meetings are planned. Patrick said he would keep an eye out for any planned meetings.

Jean-Pierre asked about the waiver approval to remove the ramp and Drayton reminded him that the addition design needed to be approved first before asking for a waiver from the Mass Architectural Board.

Mike reported that he is on the agenda for the next COA Executive Board meeting on Wednesday, July 3rd at 8:30 AM. He invited all to join him.

Patrick reported he had sent an email to all Board and Committee members to join the THBC meetings.

Mike noted the white paper that Jay had developed on the project. Jay is still looking for inputs. Jean-Pierre provide an important one at the meeting.

Mike next asked Jay to get the minutes of the last meeting approved. Jay asked for a motion and a second to approve the 6//19/19 minutes and they were approved 4:1, with one abstention.

Mike next asked John of DTI about the status of soil HAZMAT testing around the building. John said that the test has not yet been done as they will wait until construction starts to do so since any hazardous findings will require immediate reporting to the state and immediate remediation. Mike thought he had heard that some test had been done. He will check with Tim.

Mike noted that there were plans to get an article in the Chronicle and he reported it was developed during our appearance at the last Selectmen's meeting and the article appeared this day.

Mike reported on his recent interaction with Doug Trees where he told Doug the Selectmen would not support permanent relocation of town hall employees to the Patton Estate. Doug accepted the decision.

Mike next asked Patrick to report on the temporary relocation plans for employees, specifically at the Patton Estate. Patrick said he was looking into it for approximately 10 of the 24 total employees who were considered non-retail employees who did not typically interact with the public. Patrick will consult with the architect for the Patton Estate and discuss with Joe Domelowicz.

Mallory asked about the open action item concerning the gross square footage cited in the costing. She and Mike discussed the differences in numbers and agreed to work it out, hopefully with the largest number practical.

Mike next asked about the upcoming July 3rd deadline for submitting CPC grants for Fall 2019 Town Meeting. Jay and Mallory reaffirmed that the previously developed \$607,767 total ask for Fall 2019 Town Meeting was to cover Construction and Bid Documents, Bidding, and employee relocation costs. This cost was developed for the Option A layout and obviously did not include the Option B addition, much less any extensive preservation provisions. Mike and Jay then discussed the potential ask for the CPC grant portion and the required July 3rd deadline. Mike suggested that the THBC ask for the entire amount, recognizing that the CPC will not grant it, but let the CPC reduce the amount during their deliberations.

Jay asked Mallory the difference in size between the current Memorial Room and the second floor meeting space. Mallory agreed to check. Jay also reminded her that she needs to provide wall space for hanging the plaques now in the Memorial Room.

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.
- 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 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

- Mallory – Provide size comparison between the Memorial Room and the Option B second floor meeting room
- Mike – Set up building walk-through for July 10th afternoon with HDC personnel

Mike set the next THBC meeting for Wednesday, July 10, 2019 from 5:00 - 7:00 PM in the Memorial Room at Town Hall. Mallory then suggested that the walk-through of the building with the HDC be scheduled for that afternoon. Mike agreed to set that up.

Secretary

Jay Butler

Attested 6/28/19

