

TOWN HALL BUILDING COMMITTEE

NOTES FROM MEETING

August 7, 2019

Members Present: Jay Butler, Mike Twomey, Patrick Reffett, Tim Olson, Jack Lawrence

Members Absent: Jeff Hubbard, Bill Olson, Jean-Pierre Minois

Others Present: Owner Project Manager (OPM), Lee Sollenberger of Design Technique (DTI); Designer/Architect, Drayton Fair and Mallory Demty of Lerner, Ladds, Bartels (LLB); Steven Walsh, COA Executive Board; and part-time attendee, Town Manager, Joe Domelowicz.

Mike Twomey opened the meeting at 5:03 PM in the Memorial Room at Town Hall.

Meeting Minutes

Mike asked Jay to solicit approval of the July 10, 2019 meeting minutes that were then approved unanimously.

THBC Overview Document

Mike asked Jay to discuss his THBC overview documents. Jay reported that he had written a 14 page, a 4 page, and a 2 page summary of THBC activities from January 2017 to July 2019 and thanked those who had provided comments. Jay mentioned that 4 pages could easily be mailed but suggested that lower postage rates could be achieved by using the Town Hall mailing service. Tim suggested a tri-fold might be appropriate. Jay agreed that even 4 pages might be too much for many to bother reading. Jack and Mike suggested two sided documents and including copies of the latest Option A layout. Jack felt we should not show any other design options previously considered. Whatever, the decision, Jay indicated that someone else needed to do any necessary further editing. Mike felt we should table the discussion for another meeting and plan to send out something in September in advance of the Fall Town Meeting.

LLB Progress Report Presentation – Mallory and Drayton

Mallory first presented the previous layouts for both Options A and B, the site plan, draft of rear entry doors and then the progress on some of the Option A updates requested. Regarding the rear entry doors, Mallory noted the plan to make the door nearest the elevator look more or less like the current rear and side doors with portico and columns so that it would appear as the main and handicapped entrance.

Mallory presented a layout of the site plan showing traffic flow and the location of parking spaces, emergency generator, expanded leaching fields, DPW fence, DPW gas tank, and a rotary around the proposed cell phone tower. Jack suggested moving the 100 kW emergency generator since it was close to the next door neighbor or placing bushes around it to reduce noise. Drayton mentioned that it needed to be run once a week for maintenance. Tim noted that the neighbors

have never complained about noise and there was much with all of the vehicles moving around the DPW yard. Patrick noted that bushes do nothing to reduce noise but a solid type of screen like a fence could. Mike noted a noise reduction enclosure could be used if necessary. Mike and Mallory noted that the location of the electric feed into the building and the telephone pole supplying power made the current location ideal. While the site plan shown had 58 parking spaces with 4 handicapped, it was pointed out that the DPW may need more space and Patrick pointed out the existence of a previously unidentified easement to the property to the left of Town Hall which includes the Post Office that would take out 3 parking spaces. Mallory agreed that she needed to revisit the parking situation both with regard to the issues noted but also as to how many were required by the size of the second floor meeting room. Drayton wondered where everyone currently parks when the Memorial Room is full for a meeting. Mike noted that they park on the street but that recent installation of sidewalks and curbing now prevents that from happening.

At this juncture Mallory mentioned that LLB was recently requested by the Town Manager to cost out Option B in some detail in reaction to a request from the FINCOM.

Lower Level Moisture Issues

A discussion ensued about what to do about the Lower Level to prevent intrusion of moisture either by condensation or ground water. While considering the proposed idea of removing the current slab, installing a vapor barrier, and then pouring a new slab, Drayton agreed to get a cost estimate. Mike mentioned that the French drain and the sump pumps seem to keep the ground water out and only failed when the power went out, but now with the proposed emergency generator that should not be an issue. He thus questioned whether or not we needed to do anything to the slab. Mike then suggested that Tim contact some past Town Hall employees that may have worked on the basement, and thus would know what was under the slab. Both Mike and Jack suggested a few names. Mike also suggested looking at the condition of the current sump pumps. Tim will reach out to some people for info and look at the pumps. The discussion went back and forth over the basement moisture issue and how best to deal with it with the result that we will do nothing on the slab and will address only the walls.

Exterior Walls

Mallory suggested using cellulose insulation in the exterior walls. Jack mentioned blown in insulation and he, Mike, Drayton, and Mallory debated open cell vs. closed cell foam and blown-in cellulose insulation. Both Drayton and Mallory cited the concerns with blown-in foam insulation, i.e., sticks to the wood, rejects moisture so can cause existing wood structure to retain moisture, covers wood and is not a reversible process, and due to the uncontrolled expansion of foam the process may cause damage to the structure. Mike, Drayton, and Mallory debated for several minutes but the final decision was to go with cellulose insulation. A question was asked if we knew if there was any insulation in the exterior walls and no one knew. Mike suggested making a hole and looking. Tim will consider that. Jay recommended that the committee start a discussion with John Rodenhizer of the ZBA who purported to be an expert in building energy management and Victoria Masone, Hamilton Energy Manager. Tim will provide contact info for Victoria. (Ymasone@hamiltonma.gov)

Detailed Building Surface Treatment Questions

Mallory asked several questions regarding the interior. While she mentioned how the various features will be handled, she was asking for committee input/decision on all. Which interior features did we want to preserve, e.g., wall bookcase in Memorial Room, chair rails and wainscoting, crown moldings, and the hard ceilings on first floor? She assumed all offices to be carpeted but hallways to be linoleum in order to make them easier to clean. Tim will look under the carpet in the first floor hallway to investigate the substrate, in case we wanted to preserve it. The dropped ceiling in the Memorial Room will be replaced under a hard new one due to the floor work above. Did we want to expose the substrate under the hard ceilings on the first floor? Tim will consider looking into what is there. If no concern, they will be plastered. The second floor meeting room floor will remain wood (likely maple) and if there are serious noise concerns Drayton noted they could use acoustic panels on the walls or an acoustic spray on the ceiling. The plan is to re-plaster the domed ceiling. The bathroom floors will be ceramic tile. Stair treatments will be rubber. The basement floor, currently covered with VCT (vinyl composition tiles) will remain with new VCT as no problems have arisen to date. Roof shingles will be asphalt. Fascia boards that are currently rotting rather badly will be wood, even though Mallory wondered aloud if the HDC would ever allow PVC fascia boards for longer life, especially since one cannot typically tell the difference at ground level.

Option A Layout Status

Mallory mentioned that while the Option A office layout continues, the current design does not allow the second floor proscenium to be preserved and someone needs to tell the HDC. However, she will continue to look at it. She has moved the second floor rest rooms away from the meeting room and installed doors to the meeting room. She will move the first floor interior door. She had not yet considered the soffits above the second floor windows. She will look at preserving the jail cell door in the basement, perhaps near the break room. She asked about two small rooms on the Lower Level to which she has not had access – the closet “vault” for the DPW and the IT Room which houses a tiny office and some routers for the few times the IT Manager, Andy Wood, comes to town from his home in AZ. She asked if she could eliminate them and Tim said she could, so she will now be able to re-layout one set of the rest rooms better. (Secretary’s Note: I hope someone tells Andy Wood.) Mallory mentioned the Verizon telephone room on the Lower Level had been relocated and Tim indicated that it was not Town property but belonged to Verizon as he thought it housed the switching system for the entire town. Tim will provide a contact name for Mallory to check with Verizon.

Mike noted the continuing struggle to get an agreement on the office layouts for the Assessor and Board of Health (BOH) Agent and indicated that he was committed to reaching an agreement with those personnel. The Assessor’s issue has to deal with the need to view large drawings while the BOH issue has to do with two part-time employees sharing the same space.

Mallory asked about the need for the old vault as it does take up valuable space. Joe Domelowicz who just happened to drop in at the time suggested she contact the current Interim Town Clerk and discuss the issue.

Mallory asked if Tim had the remnants of the cupola in the DPW yard, and he indicated that he did. She also voiced her concern over the extensive knob and tube wiring she found in the attic about which she had no knowledge. Tim assured her that it was not live. She also mentioned the need to remove some cabinets and furniture off of the attic floor.

Project Schedule

Mallory proposed the following schedule of events. Design info to Cost Estimator on 9/6/19; 2 weeks for cost estimate; 2 weeks for LLB review and comments back to estimator; and 1 week for preparation of Town Meeting presentation for 10/19/19. She thus proposed a THBC meeting the week of 9/23 and suggested Thurs. 9/26 for a meeting. Mike asked for the meeting on Wed. 9/25/19 to review the cost estimate, especially since he is not available on 9/26. Drayton agreed. Mike then insisted that the THBC receive a copy of that estimate 1 or 2 days in advance of the meeting, and he promised a detailed line by line, relining of the estimate to reduce the total that would result in the need to modify it. Drayton agreed to send the rough draft, cost estimate in advance of the meeting.

Community Preservation Grant Request for Fall 2019 Town Meeting

Jay noted that the CPC will meet the next night (Thurs., 8/8/19) and decided how large of a grant of the \$607,767 ask they will approve for Town Meeting consideration with the remainder to be made part of a DPW capital ask.

Temporary Relocation of Town Employees

Patrick reported on he and Tim's recent site visit and discussion with Jay Trewern, Vice President at Gordon Conwell Theological Seminary to consider use of their Pilgrim Hall dormitory during town hall reconstruction. Pilgrim Hall appears to be able to accommodate all Town Hall employees and is expected to only require minor cleanup and fitout expenses. Rent may be free in lieu of PILOT (Payment in Lieu of Taxes). His previous investigation into the use of the second floor of the Patton Estate would likely only accommodate the non-retail town employees given the lack of accessibility while more public oriented employees could be located at the new building to the north of Town Hall which would need a complete fitout.

Action Items Status:

- 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.
- 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
- Mallory – Provide size comparison between the Memorial Room and the Option B second floor meeting room.

- Drayton and Mallory – Miscellaneous Option A building layout changes
 - develop soffits for second floor offices to display arches over windows
 - consider way to preserve proscenium on second floor
 - develop way to preserve the jail cell door on Lower Level
 - consider moving first floor interior hallway door closer to center of building
 - eliminate small vault closet on Lower Level
 - eliminate IT room on Lower Level
 - continue developing rear entry design options
- Mallory - contact Hamilton Energy Manager, Victoria Masone, about building energy management issues after Tim provides contact info
- Mike – work with Board of Health agent and Town Assessor to resolve issues with proposed office layouts
- Mallory –contact interim Town Clerk to discuss continuing need for old vault
- Mallory – contact Verizon about the possibility of relocating the telephone room on the Lower Level after Tim provides contact info
- Mallory - re-look at the number of parking spaces required by the second floor meeting room size and after consideration of previously unidentified easement to the adjacent property and the potential need for DPW to have more space
- Tim – consider opening up a small hole in an exterior wall to check to see if there is any insulation
- Tim – consider pulling up part of the carpet in the first floor hallway to investigate the substrate underneath
- Tim – consider opening up a hole in one of the solid ceilings on the first floor to investigate the substrate underneath
- Tim – consider investigation of the condition of the sump pumps in the basement as regards the potential need for replacement
- Drayton and Mallory – estimate cost of removing lower level slab, adding vapor barrier, and pouring a new slab
- Tim – contact previous town hall personnel to find out what is under lower level foundation other than French drains
- THBC – identify which interior features need to be preserved from internal building demolition, e.g., bookcase in Memorial Room, chair rails, wainscoting, moldings, etc.
- Mallory and Drayton – plan on a September 25, 2019 meeting to review new cost estimate with proviso that a copy will be provided to the THBC group one or two days prior to meeting

Mike set the next THBC meeting for Wednesday, August 21, 2019 from 5:00 - 7:00 PM in the Memorial Room at Town Hall. LLB may not need to attend.

Meeting was adjourned at 6:58 PM.

Secretary

Jay Butler

Attested 8/8/19