

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

January 22, 2020

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

Members Absent: Bill Olson

Others Present: Owner Project Manager (OPM) - Lee Sollenberger and John Sayre-Scibona of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair, and Mark Ritz; Doug Trees, resident and local architect.

Mike Twomey opened the meeting at 9:35 AM in the Memorial Room at Town Hall.

Past Meeting Minutes Approval

Jay made a motion to approve the 1/8/20 meeting minutes that were approved 6-1.

Project Schedule

Mark Ritz handed out 8 ½ x 11 inch size copies of the project schedule that were recently amended from that emailed to the committee. Drayton briefly reviewed the schedule noting a few items. He first noted that he understood and welcomed the idea of reviewing the design of the building and site with the Planning Board, Zoning Board, Police, Fire, and all other necessary Boards and Committees. For this reason he added an item in the schedule to allow for concurrent reviews during Design Development (DD). He also corrected the schedule to show Town Meeting on April 4, 2020. He did note that Cost Estimating and Value Engineering will not occur until after Town Meeting.

April 4, 2020 Town Meeting Concerns

Mike was disappointed in this schedule in that he wondered about deliverables for Town Meeting. Mike had anticipated having a new cost estimate. Drayton repeated his remark of last meeting that things in Hamilton tend to move slowly and he wanted to avoid presenting a cost estimate when only 80% of DD was complete, as he did for the October 2019 Town Meeting, as well as one that had

not been sufficiently vetted or without value engineering applied. Mike questioned Drayton about the length of DD and Drayton reminded him of the alternate design discussions as well as the holidays as contributors. Mike further pressed on the amount of work to be accomplished. Drayton pointed out the extended discussions on second floor structural issues and basement moisture concerns and the lack of feedback on the proposed site plan. Mike responded by telling Drayton needs to tell the committee how many parking spaces are needed and make recommendations for locating them. Drayton agreed to talk with his civil engineers.

John noted at least one deliverable for Town Meeting in that most of DD would have been completed but Drayton pointed out that was the case with the October 2019 Town Meeting as well. However, if necessary, a cost estimate could be done by Town Meeting April 4th. Jean-Pierre felt that approach would work. Jay disagreed as he felt we did not need a deliverable for Town Meeting, but only a general update on the project. He mentioned that the committee will be applying for a \$2M CPC grant at the April 4th Town Meeting and that a general update including the proposed schedule, could be presented in concert with that discussion. He also mentioned that the \$2M grant would be contingent on voters approving the money for the remainder of the project at a vote to be taken at the polls. He also noted that a vote at Town Meeting for this grant was not going to be easy given the proposed large school budget request that would be made earlier in the meeting.

Jack had financial concerns with several issues in town and was concerned over the projected cost of Town Hall and the fact he was unable to answer all questions on the project. He mentioned the proposed cell tower and asked Jeff if we should plan on it and Jeff said yes. Jack was concerned over its location and the effect on the site plan. Jack was concerned over the required demolition work in the building as well as structural sistering work on the second floor. He was concerned over the Town's need to raise the CPA surcharge from 2% to 3% in order to access a larger share of state matching funds. In past years, the state has provided substantial second and third matches for which those under 3% were not eligible. Jack also cited the major funding requests likely from our schools and future capital costs. With these impending demands facing the town, we need to be realistic about the Town Hall rehabilitation budget. We do not have good numbers for costs of the project. Drayton noted that we were designing to a budget set at \$9.6M and that

the cost of the addition would hopefully be offset by savings elsewhere such as in the basement and avoidance of structural work. Drayton agreed on the need to get good numbers. Jack reaffirmed he was concerned over the project cost and was getting blowback from some in town.

John interjected and asked if we need to develop a cost estimate based on 80% of DD. Mike said he was working toward that vote but wanted to hear from all of the committee.

Jeff said to go with the general update and current schedule.

Doug asked if the large vote for the school budget would require an override and Jeff noted not in Hamilton but yes in Wenham, but likely yes in Hamilton next year.

Patrick said we should explain the project and try to move the project along as best we can, especially in the case of ADA compliance and fire protection. He noted at least four different town hall employees who have had recent hip or leg surgeries.

Tim seconded Patrick's comments on getting the project done and suggested that there was always another project crisis that cost money. He pointed out that we need to sell the project to the voters and support it heavily to the extent we can create a group of voters as a virtual campaign committee to support the project as is the case with education and public safety. Town Hall administration does not really have a strong support base. He does not think we need to ask for money at the upcoming Town Meeting but develop support for the project and point out that the Town has approved over \$1.1M to date on the project.

Jean-Pierre felt we needed a new cost estimate for the Town Meeting presentation.

Motion on Town Hall Presentation

Jay made a motion for the committee to have a general status presentation in concert with the CPC \$2M grant request without a new cost estimate at Town Meeting. The vote was Yes – 5 and No - 2.

Follow on Discussions Regarding Need for a New Cost Estimate Presentation at Town Meeting

Drayton noted that he was designing to the budget, i.e. to the current budget of \$9.7M and thus did not need a new cost estimate at this point.

Tim disagreed as he felt we need to present the latest forecasted cost. Drayton was uncomfortable with a cost estimate based on 80% of DD and without a cost estimate review and vetting. Tim felt that the cost estimate would give us current glimpse of where we were. Doug agreed with Tim as he felt that using the \$9.7M cost estimate was several months out of date. Jack felt we needed a new cost estimate. John felt we have the budgeted cost number. Tim noted that the \$9.7M Option B cost estimate was a Not-To-Exceed number and Drayton agreed. No further motions were made.

Second Floor Structural Issues

Drayton reviewed the current status by noting there was a line item in the budget for sistering if needed. He noted that there was no good way to determine the need at the present time and that notes would be inserted into the Construction and Bid documents. Besides, Drayton did not think the potential cost was make or break for the project. When asked for the budgeted cost he could not recall but guessed \$75 - \$100K. He said he would check with the cost estimator. Drayton thought his approach was adequate. Mike asked how we could investigate the need for sistering now and get an estimate and Drayton noted the need to cut holes in the first floor plaster and tile ceilings for the Town Clerk, Treasurer, and the Assessor. He would need to look at least at the ends of the beams but whatever would be done would be a significant disturbance to the employees.

Motion on Structural Issues

Mike temporarily suspended discussion on the matter but just before the meeting adjourned, Jay made a motion to follow Drayton's current plan to wait until the beginning of construction to examine the structural issues. The vote was a unanimous Yes, 7 – 0.

Ceiling and Floor Finishes

Mike noted the current plan to keep the hard ceilings on the first floor, i.e. acoustic tile and plaster. When the structural issues were investigated these ceilings would be taken down and then replaced.

Mike asked about the floors in offices and hallways. Drayton mentioned the second floor meeting room would be wood and that offices would be carpeted. He

asked about the hallways, carpeted or wood? Mike indicated he preferred wood. Jack suggested a runner could be placed in the halls. John suggested looking under the current carpets in the hall to check the conditions underneath. Most agreed with this idea. (Secretary's Note: This idea was approved approximately a year ago during the Option A design discussions but was never executed.)

Motion on Hallway Floors

Jack made a motion to preserve the wood floors in the first floor hallway and offices. The motion was voted Yes, 6 -1.

Miscellaneous

Doug asked if the committee will appear before the Planning Board prior to the April 4, 2020 Town Meeting and was told No. However, per Patrick, an engineer would be welcomed to come before the Planning Board for preliminary discussions prior to Town Meeting.

MEP Walk Through of Town Hall

Mike asked for feedback on the MEP site walk of 1/15/20 attended by himself, Lee, and Mark, and conducted by David Knight of BER (Building Engineering Resources, Inc.), consultant to LLB. Mark passed out copies of David's report and briefly reviewed the content. There needs to be a decision on the use of floor grilles or wall mounted console units in offices or a combination of both for air handlers. Historic features of the building will remain intact. A basement sewerage ejector will likely be required as well as a duplex ground water ejection system connected to an external emergency generator. The generator will need to be located properly in concert with neighbor issues. The two relief fans on the second floor will be removed and the holes used a louvres. The building needs a dedicated fire service line. Mike asked Drayton to make some specific recommendations, such as floor grilles or consoles. Jeff noted Essex uses wall mounted consoles and John noted Topsfield does as well. Mike was concerned over noise from consoles. Drayton noted that the Town Clerk's office needs some specific attention due to the historic arch that bisects the ceiling. Mike noted once again that we need recommendations regarding price, performance, historical preservation concerns, floor vs. wall air handling. Drayton agreed to consult with his MEP consultants.

Mike mentioned the basement meeting room and indicated that we were directed to provide meeting space and hoped the MEP personnel recognized the need for the room. He did mention that if cost were an issue it might come under discussion.

Drayton asked if the committee voted on the basement moisture recommendations provided by David Thompson at the last meeting and Jay said No. Jack mentioned that Scott has some concern over the design of the gutters and Drayton said he would welcome his inputs.

Motion on Basement Moisture Issue

Jack made a motion to take Dave Thompson's Recommendation to retain the current water drainage system outside the Building. Jean-Pierre, having not been at the last meeting, asked for an explanation.

Drayton outlined the current proposal for excavating around the building for French Drains and external water proofing in addition to internal water proofing, and installation of a vapor barrier and insulation. Dave felt that we should not excavate around the exterior of the building. If in the future that proved to be an issue, it could always be done then. Dave's overall recommendation was to do no work on the building exterior ground but install interior basement waterproofing, vapor barrier, and insulation along with a good air conditioning system and to have exterior gutters and downspouts connected to the existing drainage system.

Drayton noted he could take out money from the cost estimate by not doing the French Drain. Jack's motion was voted Yes – 7. No – 0

Parking and Site Issues

Jack asked about the plan to use the DPW yard for overflow parking and Drayton noted that we are there. Mike asked if we will get LLB's inputs on our required parking needs and how to address them as he is concerned we do not have enough parking. Drayton assured him that he will get together with his civil engineers and report. Patrick mentioned that he would look at it and has already asked the Building Inspector to comment on our required parking. Doug noted that a large trailer truck delivering salt just entered the DPW yard and noted that the current design would likely pose a problem for a truck so large. Tim agreed to look at it and suggested perhaps the need for a single entry and exit or removal of part of a traffic island. Jean-Pierre noted the need for parking for a large assembly.

Next Meeting Agenda

Mike asked for inputs for next meeting's agenda – MEP, Parking. No other inputs were provided.

Coordination Meetings

Mike said that he plans to attend future meetings of the FINCOM, BOS and CPC and that Jeff will brief the BOS.

Next Meeting

Next meeting of the THBC will be on Wed., 2/5/20 at 9:30 AM in the Memorial Room at Town Hall.

Mike asked for a motion to adjourn at 11:35 AM that was seconded and voted unanimously.

Secretary

Jay Butler

Attested 1/23/20