

## TOWN HALL BUILDING COMMITTEE

### MINUTES OF MEETING

February 26, 2020

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

Members Absent: Bill Olson

Others Present: Owner Project Manager (OPM) - Lee Sollenberger of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair and Mark Ritz; Ray Whipple, Hamilton Historical Society member; Town Hall abutter, Steve Astulfi; and Nick Tensen, FINCOM member

Mike Twomey opened the meeting at 5:31 PM in the Council on Aging Building.

#### **Past Meeting Minutes Approval**

After acknowledging to Jack that the minutes could be amended at the next meeting if he found an error, **Jay made a motion to approve the 2/5/20 meeting minutes that were then seconded and approved unanimously, 7-0.**

#### **Project Schedule**

Mark showed the latest project schedule that now showed: relocation of Town Hall employees; signing of the lease for space at Gordon Conwell; and meetings with the HHDC, Planning Board, and Zoning Board.

#### **Site Plan**

Mike and Drayton described the latest site plan which had been reviewed prior to the meeting with Patrick. The plan shows: 66 parking spaces; two way entrance and exit for trucks on the right side of the building; location of the new emergency generator and new transformer on the right side of the building, to the right of the driveway but with a six foot high fence and evergreens producing a buffer to the Astulfi house next door; and location of the relatively quiet condensers tucked in at the right rear of the building but camouflaged with some landscaping.

Steve asked more about the generator location next to his yard and asked if we could look at the gully between the property lines as it tends to flood at times. Drayton said he would look into it. Jack asked about the nearby Bay Road storm drain as to where it emptied but no one was sure. Drayton also mentioned that he could look at the location of the dry well behind Town Hall. Steve also asked why the two-way traffic flow needed to be on the right side of the building vs. the left side. Tim and Drayton pointed out that it was for ease of large trucks entering and leaving the DPW yard and the fact it allows for closing the current exit gate. Drayton further described those proposed changes to the left side of the building that supports this design as well.

Steve noted that his questions arose from discussions with his Paddock Lane neighbors concerning separation of the residential neighborhood from Town Hall operations.

Drayton reminded all that the Board of Health needs to review the details of the expanded septic system but since the current agent recused herself, another person will need to be identified. Patrick acknowledged that fact.

Mike asked if we needed an expensive enclosure over the generator to reduce the expected noise. Drayton explained once again that except for emergencies that result in power outages, the generator only runs once per week for a short time for maintenance and that this time could be scheduled whenever convenient. However, he agreed a noise reduction cover could be installed over the generator.

Drayton mentioned that the location for the new transformer, now shown to the right of the driveway on the right side of the building, can be suggested to the utility company but he noted that they were sometimes difficult to have discussions with them on such issues and that they were governed by very strict regulations, one of those a requirement to be very near pavement. Mike noted that we could achieve a cost savings if the generator and transformer could be located near each other. Mike also asked if we were going to bury the main and secondary lines and Drayton remarked, at least the secondary lines.

Jay asked Drayton if he could send the committee digital copies of the new schedule and site plan and Drayton agreed. **Jay also made a motion that was seconded to accept the site plan as presented since both Mark and Drayton had indicated that they wanted to appear before the Planning Board ASAP for their review.** Ray Whipple asked if we were aware of the need to protect the memorial trees and related plaques alongside Town Hall and he was assured that it is being addressed. Mike asked if there were any current discussions ongoing regarding the proposed cell tower but both Tim and Jeff said no, although Jeff thought the cell tower company might be heading back to court. Mike asked Drayton if the cell tower affected the site plan and Drayton said no. **The vote on Jay's motion was unanimous 7-0.**

### **Consultant Reports**

**Lee suggested that the committee allow DTI to hire a company to explore the location and type of underground utility lines on the property and document them at a cost between \$3500 and \$4100. Jack made that motion that was seconded. The companies involved in such an effort would be Northeast Survey Consultants and Bulls Eye Underground Utility Locating.** Patrick offered that we really need this type of data. Mike idly asked if the cell tower company might pay for this effort. Patrick noted that the cell tower company had offered to pay \$10 - \$15K for landscaping but that the HHDC did not take them up on the offer. **The vote on Jack's motion passed unanimously 7-0.**

Lee also mentioned his follow-up to an idea proposed by Jack at the last meeting that we hire a company to do an IR scan of the building to determine points of heat loss. Lee reported that he received two quotes from Building Enclosure Associates, one for \$4500 for an IR scan, and an

unsolicited second one for \$13,500 for an Exterior Wall Evaluation to investigate the composition of the exterior walls relative to the presence of insulation, air barrier, etc., in order to assess the long-term requirements for the exterior walls. (Lee had previously sent copies of these proposals by email to the committee.) Lee proposed accepting the first proposal, but not the second one. Mike asked if John Rodenheiser had offered to perform an IR scan but no one remembered that offer. Jean Pierre asked why we needed it and Drayton explained that we need to understand where heat leakages in the building are so we can address them. Mike said that just measuring heat loss now with no plan to do it after construction didn't make sense. He suggested we needed a "before" and "after" measurement and wondered if we could get a deal on two measurements. Tim wondered if we could add the after measurement to the general contractor costs but Drayton indicated that that we would be better with an independent measurement to avoid a "fox watching the hen house situation". Tim also suggested that we don't need to measure the roof as we will be insulating it. Mike wondered if some utility grants might be available to pay for the measurement so Tim indicated he could ask Vicki Mansone. Jean Pierre asked if we will take design action based on the measurement and Drayton said he would. Mike suggested that we get the Hamilton Fire Dept. to do the IR scan as they have a measurement device on each of their trucks. Drayton immediately advocated for the idea. Mike will approach the Fire Chief.

### **Proposed New Products for Consideration**

Jack was recently introduced to two new products that may be appropriate for Town Hall. The first one was for photo-voltaic panels by Sun Tegra which are substitutes for roof panels or shingles. Drayton indicated that he has had good experiences with first generation versions of this product, e.g., on the Bolton Library, and would be interested in looking at these new ones. Jack felt that the HHDC would approve of them as they look like the shingles. The second product Jack mentioned was some combination of heat pump and ventilation technology from Ventacity Systems. Drayton indicated that he would be happy to meet with the local representatives of both companies as he was always interested in new technology, but he was concerned over the fact that if either product had sole source, proprietary technology, there would probably be an issue with bidding on a public building project.

### **Town Hall HHDC Building Layout**

Drayton presented the latest HHDC Option B layout which had not changed since the last meeting. He did indicate that he wanted to have a working meeting with the HHDC to go over design details. Mike said he would contact the HHDC and see when their next meeting would be held and set up and get Drayton on the agenda. Mike also asked if Drayton would post this design in the DropBox and Drayton agreed. Jay asked if the conference room was still in the basement and he was assured it was there. Jay also asked if the jail cell door would be preserved – it will be. Jay then asked if there were wall space room for all of the plaques to be moved from the Memorial Room to the second floor and was assured there will be room. Jay finally asked about whether or not the committee would be reviewing the details of electrical outlets, specifically in the second floor meeting room where he thought there would be a need for floor outlets for laptops, etc. Drayton said that the committee would review the electrical outlets but that he wanted to avoid floor outlets if he could because they were very expensive. He indicated

that he would be detailing all of the electrical, audio, telecom, security, and wiring details for committee review.

### **Applications for ADA Variances**

Mark reported that he has the required applications for requesting building variances from the MA Architectural Access Board (AAB) and the MA Historical Commission. On the AAB application he wondered whom to reference as an individual or association representing ADA concerns in town. Mike indicated that the Building Inspector is the contact person. Drayton noted that we need a letter from the HHDC endorsing the requested variances that would include: removal of the ADA access ramp; retention of the basement stairs, stairs to the stage, and the grand staircase; and establishment of the new, rear entrance to the building. Mark said he would provide a punch list to the HHDC. Mike asked what will be needed to be done for the grand staircase, e.g., new railings. Drayton said that in all of his experience that he had never been required to rebuild such staircases and that the changes would likely be new railings. Mike noted that inputs are required from the Hamilton Building Inspector, MA Architectural Access Board, MA Historical Commission, and HHDC. He suggested that we needed to get these entities in agreement sooner rather than later.

### **Second Floor Meeting Room Acoustical Issues**

Mike asked about potential acoustical issues in the second floor meeting room. Drayton indicated that they did not have an acoustical consultant on their design team but could get one. He offered to get a quote. He indicated that the consultant would need to understand exactly what future use of the room might include, i.e., music, dances, piano recitals, meetings, etc. Mike and Jeff suggested probably just meetings. Drayton noted that his planned approach in addition to reinforcing the ceiling is to use an acoustic coating on the ceiling that resembles paint, i.e., Sonar Coat, as he has had good experience with the product on similar type ceilings. Jack asked if it would cover the cracks in the ceiling and Drayton said it would. Tim noted that he had good experience with a similar product in Rockport. Mike asked if we could perform some acoustic testing and Drayton acknowledged that it could be done. Mike also mentioned that Essex Town Hall has reported some acoustic complaints and that he will visit there and report back. Mike asked about the proposed collar ties to be added in the ceiling and Drayton offered that there will be 3 or 4 as recommend by the structural engineers. Mike asked if these could be covered with an acoustic reduction material, that they be moved as far away from the center as possible, and their used minimized as practical. Drayton agreed to investigate.

### **First Floor Wooden Floors**

Mike asked about the status of discussions on the first floor wooden floors. While no new investigations have been conducted, the consensus is that the original wood floor is covered by linoleum and was likely painted. Jack had asked two people what they remembered about the floor and while Mimi Fanning did not recall, Ray Whipple remembered the linoleum. A debate amongst Jack, Tim, and Drayton suggested that the original floor could be pine or oak. Mike suggested that we plan on exposing the original wood floors and then painting or staining, or install a wood floor on top, but to ensure adequate contingency funds in the case where the floors are not in good enough condition. Drayton pointed out that once the original flooring is exposed

that the door thresholds will need to be sanded down to accommodate wheel chairs and we will likely need to add trim pieces to the bottom of the doors. Tim asked if the committee had voted on rugs vs. wood floors in the first floor offices and was reminded by Jay that we voted for all wood floors. Jay then mentioned that he had been rethinking that vote and wondered if we should poll the employees for comment. Tim agreed and said he would send out an email. Jay asked if there was a cost difference for maintenance of rugs vs. wood and both Drayton and Tim thought not, especially since both activities are done now.

### **Community Preservation Committee (CPC) Support**

Jay reported that the CPC met recently to discuss a \$2M grant request to support construction costs of the project. Jay reported that several voters advised against the vote for the upcoming Town Meeting, and in fact, David Wanger, Chair of the FINCOM appeared before the committee and asked we table the vote until Fall 2020 Fall Town Meeting. David explained that given the large increase in the school budget and the projected increase in water rates, that since the THBC was not asking for the construction dollars at the upcoming Town Meeting, that the CPC grant request would be better served if we waited until the Fall. Nick Tensen echoed Jay's comments by commenting that we should not muddle discussion on the Town Hall project with these other issues. Jay also mentioned that since the articles to be voted on at Town Meeting for the CPC are all administrative issues, he has asked to put them on the Consent Agenda.

### **Miscellaneous Coordination Activity**

Mike reported on his recent appearance before the FINCOM where he updated that committee on the project. He noted the FINCOM's concern over Town financials but received strong support for our project. Mike similarly appeared before the Board of Selectmen and reported that they were impressed with the status of the project. He has not yet visited the Council on Aging, but Patrick mentioned that their latest hot issue was over trash pickup. Ray asked if all of the committees were on board with the committee. Mike indicated that the HHDC and the BOS were on board and that only Doug Trees was not.

### **Annual Town Meeting Presentation on the Project**

Mike asked for inputs from the committee on the subject matter and duration of the planned presentation by him at Town Meeting. Jay suggested explaining the differences in layout between Option B and the current HHDC Option B. Drayton suggested mentioning that we are operating according to the previously announced budget. Several suggested the presentation be limited to 5 minutes. Patrick suggested inviting the public to get involved and participate. Nick suggested mentioning the potential for getting a \$2M CPC grant at Fall Town Meeting. Tim asked who will give the presentation and Mike said he would, especially since Drayton indicated he was not available.

### **Next Meeting**

**The next meeting will be held on Wed., March 18, 2020 from 4:30 PM to 7:00 PM tentatively scheduled in the Memorial Room at Town Hall.**

Mike asked for a motion to adjourn that was made, seconded, and voted unanimously at 6:30 PM.

A True Record  
Jay Butler, Secretary