

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

May 15, 2020

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

Members Absent: Bill Olson, Jeff Hubbard

Others Present: Owner Project Manager (OPM) - Lee Sollenberger and John Sayre-Scibona (part-time) of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair and Mark Ritz; and Town Hall abutter, Steve Astulfi.

Mike Twomey opened the Zoom audio/video teleconference late at 10:35 AM, due to some technical issues with Zoom.

Meeting Minutes Approval

Jay made a motion to approve the 5/1/20 meeting minutes after first reviewing some comments by Lee and Jack which were incorporated into the minutes. The minutes were approved by a polled vote of 5-0. (Jack joined the meeting late).

HHDC Option B Total Project Budget

Lee reported that the current HHDC Option B Total Project Budget dated 5/15/20 of \$8,063,329 was \$398,476 lower than the Option B Total Project Budget dated 9/27/19 of \$8,461,805. After adding the 10% contingency, the current Total Project Budget is \$8,869,676 as compared to the 9/21/19 budget of \$9,308,00 or \$438,323 less. The amount of money necessary to complete the project is thus \$7,751,909, recognizing that \$1,117,767 has already been spent or approved.

Lee mentioned that any anticipated COVID 19 costs are not included. This comment sparked a brief discussion amongst Lee, John, Mike, and Drayton. Lee mentioned that a project he was working on for a large municipal building had estimated \$10,000 per month for COVID 19 related costs. Drayton mentioned a project that estimated the cost at \$120,000 for an on-site safety officer to monitor COVID 19 compliance. Mike did not suggest costs but cited work on Addison Gilbert Hospital where there was a need for continuous logging in and out of all workers on the site, toilet requirements, miscellaneous cleaning tasks, twice a day temperature checks, etc. Drayton suggested adding \$150k for COVID. Everyone agreed that it was difficult to estimate what the costs might be as things change, so Mike suggested to not add any contingency costs for COVID 19 at this time.

HHDC Option B Construction Cost Estimate

Lee mentioned that the Total Project Budget contained Utility Backcharges (\$35,000) and that the draft Construction Cost estimate had included this item as well but has since been removed.

Mark mentioned that the differences between the 9/21/19 and the 5/7/20 construction cost estimates consisted of several ups and downs: LCD projector cost was up; masonry was up \$100k; doors and windows went \$100k down; wood and water went up; elevator cost was lower due to change of style but still hydraulic; exterior costs went down \$150k; HVAC went up \$100k; and electric went up \$250k. He commented that most things went up or down by less than \$100k.

Drayton noted that the Design and Price contingency in the latest construction cost estimate for the addition dropped from 10% to 5% and that the Total Project Escalation contingency for construction dropped from 6% to 2%. Jay asked how long the contingency values were valid, i.e., 1 month, 2 months, etc. Drayton felt that in the current COVID 19 climate that it was impossible to gauge escalation. On one hand construction companies may be hungry for work while on the other hand may be backlogged. Material costs could go in either direction. He noted that typical escalation was about 3% per year but suggested we monitor each quarter after the proposed start date of November 2020.

Jean-Pierre asked if there were any significant specification changes since the last cost estimate. Mark said no, with the only design changes being the types he already noted.

Specific Comments on the 5/21/20 Construction Cost Estimate

Mie asked if anyone had specific questions. Jay asked the following questions:

- Page 8, first section, under “Demolition”, the estimate shows \$33,750 for chimney demolition. I thought the HHDC wanted to keep the original exterior look of the building, including the chimney, and thus it was required to be pointed, not demolished.
 - Drayton explained that the demolition was for the interior of the chimney only.
- Page 11, first section, under “Roofing and Flashing”, will the HHDC allow aluminum gutters and downspouts vs. copper?
 - Mike thought the HHDC would insist on copper but he would check with them.
- Page 13, second section, under “Plaster Patching and Repair”, does the “Allowance for plaster bidding premium” cover the cost of the ceiling acoustic coating for the second floor?
 - Mark said the cost for the acoustic ceiling coating was not in the cost estimate.
- Page 14 second section, under “Tile Carpeting”, where are the 500 square feet of carpeting to be installed?
 - Mark said it was for the basement conference room as all other floors are wood.
- Page 17, Why is the cost of “System testing & balancing” at \$17,588 so high?
 - Mike said that the cost was legitimate for the task.
- Page 19, second section, under Communications & Security Systems,
 - Why is there only one “CO detector” and one “LCD annunciator”? Why wouldn't there be panels at each entrance/exit?

building features. Can we rename the cost effort, the Hamilton Town Hall Renovation Effort?

- Drayton agreed to a name change. He briefly considered Restoration but recognized that could cause bigger issues. Patrick insisted we keep Preservation in the title due to the use of CPC funds. John suggested we use Renovation, Addition, and Preservation. He offered to make the change online. Subsequent to the meeting he sent out a proposed title on a revised cover page, “Renovation, Addition, and Preservation Project”.
- Do the work plans allow for work on the cell tower to proceed in parallel if necessary?
 - Drayton immediately suggested a bigger question, does the DPW intend to work in their yard while construction occurs. Tim said yes. Patrick said that there will be a need for both DPW activities and cell tower work access. Drayton asked if the cell tower project is going forward and Patrick indicated that it was before a judge to decide at the moment. Mike said that there will be a need to keep an open lane for traffic to the rear of the site. Tim noted the need for the contractor to set up behind town hall and the likely need to take down the current DPW fence to create some space for staging. Drayton suggested a separate line item in the budget outlining the area available for staging, recognizing that the smaller the size, the higher the cost. Mike concurred saying that the contractor will fill up whatever space is made available. John suggested designating the available space on the Site Plan so that the contractor will understand what space is available and can estimate the size of the security fence needed. Tim said that he would speak with Town Manager, Joe D. concerning space that could be made available. Someone suggested using Paddock Lane as an access to the rear of the site. Jay jokingly noted that he thought Steve Astulfi, Town Hall abutter, was probably having heart palpitations over that comment. Steve chuckled and said he was, noting that his neighbors on that private way were very concerned over such ideas.
- Some of the most recent 5/1/20 design change discussions have not yet been incorporated into the cost estimate:
 - Double wooden door at back of stage
 - Mark agreed that this was not included.
 - Details on the collar ties in the second-floor ceiling
 - Drayton noted that this area needs more discussion.
 - Chain link fencing vs. solid walls separating the basement storage areas
 - Drayton noted that he needed to follow up on this with the HVAC consultant and he asked for the committee’s preference of solid walls vs. fencing. Mike wondered about the tradeoff between demolition of the walls vs. having a less expensive HVAC system in the basement. Patrick noted that one of the most important issues with preventing the spread of COVID 19 was the need for extensive air flow turnover, thus suggesting we install the most efficient system possible. Mike asked about the possibility of upsizing the heat exchangers to help with air flow. He also suggested that upcoming changes in ASHRAE (American Society of

Heating Refrigerating and Air-Conditioning Engineers) air quality standards may affect the current design.

Approval of Project Total Budget and Construction Cost Estimate

Mike had planned to ask for a vote of the committee to approve the Total Budget and Construction estimate but he felt that the outstanding items mentioned in the meeting suggested we not approve it but use the dollar numbers presented for the moment in upcoming discussions. Specifically, he mentioned the need for him to appear before the Board of Selectmen next Monday night so that they might discuss the effort. Mike said that current financial concerns issues facing the Town made their discussion of this project important. Tim mentioned that he, Joe D., and Finance Director, Marissa need to discuss the current debt service of the Town, especially since some debt will be dropping off while the debt incurred if the Town Hall project were approved would take its place.

Project Schedule

Jean-Pierre asked about the project schedule. Mike indicated that the schedule had not changed and that the project is on schedule. Drayton pointed out that the project was currently funded to include finishing Detailed Design, Construction Documents, Bid Packages, Conduct of the Bidding Process, and Relocation of Town Employees. Mike said that due to Town financial concerns, the Board of Selectmen may wish to pause the effort. Mark noted that the next cost estimate review is scheduled for July 27th.

Miscellaneous Outstanding Items

Mike mentioned that we could have the Fire Department do a detailed IR assessment next November using their IR camera that can be connected to a computer to download measurement data. Lee reported that the BER quote for the IR measurement was for only one set of measurements.

Mike reported that he had asked the HHDC for a letter in support of the ADA variance requests. Chair Ed Howard said he could get such a letter but that the HHDC has no future plans for a meeting. He will follow up with Ed. Mike noted that Chair of the HHDC will change as the fiscal year ends in June. Mike wondered if this delay would be an issue. Drayton said that he hoped our request would be approved but he would proceed as a "leap of faith" in the effort. He recognized that although unexpected, if the variance were denied, he would have to go back and redesign the front access as ADA accessible. Lee asked if there were any concerns with the Planning Board since we will not have a variance any time soon. Patrick noted that it was typically not of concern in Hamilton. Lee noted he had different experiences. Patrick noted that the Planning Board meets next Tuesday evening to discuss the Site Plan.

Next Meeting

After some discussion on possible dates, Mike announced that the next meeting will be held via Zoom audio/video teleconferencing on Wednesday, May 27, 2020 from 10:00 AM to 12:00 PM.

Mike asked for a motion to adjourn that was made, seconded, and voted unanimously by polling at 11:55 AM.

A True Record
Jay Butler, Secretary