

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

June 10, 2020

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

Members Absent: Bill Olson, Jeff Hubbard, Jay Butler

Others Present: Owner Project Manager (OPM) - John Sayre-Scibona of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair and Mark Ritz

Mike Twomey opened the Zoom audio/video teleconference at 1:04 PM.

Meeting Minutes Approval

Mike noted that Jay was absent in terms of his reviewing the 5/27/20 meeting minutes. John mentioned that he had sent Jay a couple of minor revisions and offered to read them so they could appear in the minutes. Jean-Pierre suggested postponing approval of the minutes until the next meeting. All agreed to postpone. John asked if the meeting were being recorded and if that was a requirement. Tim said that the meeting was being recorded and Patrick said it was not a requirement as taking minutes was also acceptable.

Design Team Contracts

Mike asked Tim for a report on the status of the contract renewal for LLB. Tim said that he had an amended contract on his desk and asked individually if anyone on the committee had any questions. No one had any questions. John mentioned that DTI also had an outstanding proposal for their work that needed approval. Jean-Pierre asked if the Town Manager had the authority to approve contracts and Mike noted that Tim was acting on behalf of the Town Manager. Tim said that he and Joe D. had discussed the contracts that Joe relies on inputs from the committee. Tim asked the committee individually if they had questions. There were none. Mike asked if we needed a vote and Tim noted the committee had already voted to move forward

RFI (Request for Information) Pre-Construction Document

Mike reported on recent discussions amongst himself, DTI, and Tim where they were recommending creating an RFI Pre-Construction Document as a working document moving forward to collect all of the questions and answers on the project. These questions and answers could relate to design issue, historical issues, board and committee inquiries, town issues, etc. John and Lee will be the caretakers of the document. Mike said that he has the template that he will distribute to the committee as well as DTI and LLB prior to the next meeting. Initially, he will include all of Jay's recent questions as well as his own. He went on to say that this document will provide a paper trail on all decisions, especially considering that the project may be delayed by months or years. Mike also noted that DTI will go back through the minutes of past meetings

and capture relevant questions and answers as well. Drayton noted that the document will provide a venue forsaking and answering questions instead of waiting weeks until the next meeting. Mike noted that the committee has often wavered back and forth on decisions and specifically mentioned the wood floors vs. rugs.

Hamilton Historic District Commission Inputs

Mike reported that Ed Howard has stepped down as chair of the Hamilton Historic District Commission (HHDC) and no member replacement or new chair has been named. However, Scott Clements has been designated by the committee to support the project until July 1st. Mike noted that he and Scott have spoken and shared emails and that the earliest the HHDC will meet will be in July via a virtual meeting. Mike is hoping there will be no second guessing by the committee on things that Scott suggests. Drayton said that the HHDC has been very cooperative in the past and that he has communicated with Scott and he is willing to proceed ahead and take the risk, hoping the HHDC will concur. Jean-Pierre asked if Scott's comments should be shared with the committee. Drayton said that all communications are done via email that provides a good record. Drayton noted that such emails are shared with DTI. Mike suggested everyone involved should be copied. Drayton asked if there might be an open meeting violation if people started commenting on these emails, especially if they had a differing opinion. Patrick said that commenting would cause a violation and suggested that a caution be inserted in the front of such emails and advising people to comment only to the sender and not reply all.

Variance Request from the Architectural Access Board (AAB) and Historical Commission

Mark reported that the letter was sent out last Thursday to the AAB but he understands that they will not respond until the Historical District Commission comments. He further commented that the response to our letter will be sent to the Town Manager. We have not received word as yet.

Project Design Work

Mark also reported that there has been no schedule change on the project. He mentioned that the second-floor meeting room now shows 60 chairs and he has added the double door on the stage. He has also showed some roof details that he has sent to Scott Clements. Drayton noted that the development of the construction documents is proceeding. Since the current drawings do not contain the necessary detail, Mike asked if Drayton was planning to place a vapor barrier under the insulation on the roof. Drayton said they were and noted the drawings were still in development. He wondered if Mike had a product recommendation but Mike did not.

Drayton mentioned that the renderings that have been developed to date do not show the existing chimney and he admitted that he had never discussed whether or not the chimney needed to be preserved or not with the HHDC. He mentioned that it will cost money to hold the chimney up, especially since we will not be using it. Mike said that one can see the chimney from the street and that the HHDC needs to decide the issue. Patrick thought that part of the building visuals showed the chimney. Tim asked if a brace were needed to hold it up and the answer was yes. Mike noted that we needed to pursue this issue sooner than later. Drayton noted that was merely seeking permission to ask the HHDC about their feelings as there will be a cost issue with

supporting the chimney. Mark noted that it involved using steel and a slab. No one opposed Drayton's request.

Mark noted that the year 1800 building plans show a three-sided stairs from the side entrance. He wondered if that needed to be replicated in the renovations. Mike wondered if by taking out the current back entry if the DPW personnel would now use the side entry. Tim suggested that the DPW can use the new main entrance and just go down the stairs, especially if they have muddy feet or boots covered in grass. The personnel preferred not to track mud and grass on the floors outside office areas. Mark interjected that the current DPW gate was being moved nearer the new entrance. Drayton noted that new handrails will be necessary on the side stairs and if the stairs were three-sided, similar handrails would be needed at the diagonals. Jack suggested Mike ask Ray Whipple what the stairs looked like in past years. Mike pointed out he walked up them on his way to prom and he may be aware of some photos. Drayton mentioned he had not seen any photos.

Historical Artifacts

Mike mentioned that the committee needs to develop a list of historical artifacts for LLB that show which items needed to be preserved and that we will need to do a walk-through of the building to identify them all. Mike noted that Town Hall was now open. Tim noted that there was a lot of signage directing people where they might go and a long line outside his office. John mentioned that Topsfield Town Hall moved out some items and just protected most others in place. Mike noted that most of the items were in the Memorial Room where they need to be moved. Tim noted some were in the halls. John suggested that if we move historical artifacts we use professional movers with experience and have them store them for us vs. relying on the general contractor do it.

General Contractor Qualifications

Drayton asked if we should require General Contractor candidates to be DCAMM (MA Division of Capital Asset Management and Maintenance) pre-qualified in "historic restoration" vs. just "general contracting". He suggested that an historical restoration qualification will allow us a better qualified field of prospective contractors, although he did wonder if that might limit the number of bidders. John noted that Topsfield didn't have the issue as they used a CM at risk strategy so the pre-qualification was not part of the equation. He mentioned that Weston did use historic restoration qualified contractors and they had no shortage of bidders. Patrick asked if there would be a price differential. Drayton said no. John said it will limit candidates to those with experience. Jean-Pierre asked if the General Contractor could subcontract his services for historical work. John said it did not work that way and suggested asking for pre-qualification would give us more protection. John mentioned that we could require all interested bidders to go through pre-qualification but that would be a big task. Mike said we could discuss it later.

Cell Tower

Mike asked about the status of the cell tower and Patrick indicated things are the same as our last meeting. Mike asked Jack if he were interested in getting involved with following this cell tower project due to its importance to the Town Hall project. Jack said yes but wanted to wait until

after the Town election on June 25th to see the composition of the new Board of Selectmen. Mike said he wanted another perspective on the effort and wants reports on what is happening. John asked Mike to explain the importance of the cell tower to the Town Hall project. Drayton noted that the cell tower does not tie in per se as the DPW needs access during town hall construction. Mike indicated that the presence of the cell tower causes the DPW to do business a little differently as they must consolidate due to loss of some space and that it could affect the alternate parking plans. Jack mentioned that it affected the space allowed for contractor layout of materials. Mike said the lack of the cell tower would simplify things for the DPW.

Tension Ties on Second Floor walls/Ceilings

Jack asked about progress in defining the tension ties in the second-floor walls/ceiling. Drayton said they were working on it and when they had an update they will update the artist's rendition.

Demolition Issues Regarding New Vault Construction

Jack said he was concerned over the amount of potential demolition involved with installation of the new vault. Drayton said he remembered the same question raised at the last meeting and they were working on it and give a report once finished.

HVAC Exhaust Outlets

Mike mentioned that he had concerns over the 48 inch by 24 inch louvered inlet and exhaust vents near the new main entrance and the second-floor room exhaust. His concerns involved potential noise and air movement. He mentioned the outlet near the new entrance may help with snow removal. Drayton said that those items will get addressed.

Recap of Proposed RFI Document

John revisited the RFI log idea by mentioning the design questions that arose during this meeting, i.e., chimney, HVAC exhausts, side stairs, historical artifacts, historic preservation qualification of general contractors, tension ties design, and the status of the cell tower. Mike says he has 9 pages of items that might go in there. John said he wanted to get an agreement on the types of items to be placed in this document.

Next Meeting

Mike announced that the next meeting will be held via Zoom audio/video teleconferencing on Wednesday, June 24, 2020 at 1:00 PM. Mike said the major portion of the meeting will review the new RFI log and it may take a couple hours to do so but it would be worth it. We would also look at the format and make any necessary changes. John asked if the meeting invite could include the Zoom link to the actual meeting as opposed to having to go to the posted agenda for same. Tim assured him that this could be done.

Mike adjourned the meeting at 1:51 PM. The meeting audio was recorded by Patrick Reffett.

A True Record
Jay Butler, Secretary