

TOWN HALL BUILDING COMMITTEE

MEETING NOTES

July 8, 2020

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

Members Absent: Jeff Hubbard, Bill Olson, Jay Butler, Jack Lawrence

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

Mike Twomey opened the meeting at 1:02 PM via Zoom. Recognizing that a quorum will not be able to be obtained, he proceeded in holding an informational meeting.

Meeting Minutes

Chairman Twomey asked to hold minutes until Jay is at the next meeting to solicit approval.

He then asked if written minutes are needed if the meeting is recorded on Zoom?

Tim and Patrick both said minutes need to be in writing and available.

Schedule Update:

Mark Ritz stated no changes to the existing schedule. He stated the next milestone is 75% docs with pricing which would be due the last week of July. On August 26, 2020 bid documents will be available. John needs schedule in Excel to make additions for clarifications and project detail.

RFI Log

Tim Olson committed to reviewing the RFI log with DTI then forward to Drayton. Will share via Dropbox after review. Mike asked who will combine comments by Mike and Jay? John and Lee will take control of the RFI log and keep it up to date. There is town hall clarification outside of LLB scope that needs to be addressed.

Drayton stated that based on RFI item, new lighting will be Dark Sky Compliant. Tim said to limit lighting controls to the Town Hall project only, DPW lighting is on a standalone remote control for emergency use (snowstorms etc)

Mark Ritz stated that on July 5th, he received a letter from Architectural Access Board stating the lower stairs to the basement from the side entrance will remain without code upgrades. Ramp removal was denied based on "impracticality has not been proven". This will be appealed. Mike asked if the AAB knows the new rear entrance will be the main entrance and Mark stated they do know. Drayton stated all entrances need to be accessible according to the AAB. Specifically the new rear entrance needs to be designated the main entrance and other doors will be for egress (exit only). Removal of hardware may be necessary.

We need a letter of recommendation from the HHDC and the State Historical Commission recommending removal of the ramp due to non-compliance. John has experience with the method used by the Topsfield Town Hall Building committee. He committed to research and share with the committee. Chairman Twomey committed to meeting with the Hamilton Building Inspector to request a review of the ramp for code issues. Drayton asked if we need the side entrance? Mike asked where the DPW will enter for access to the basement. Olson said the new main entrance should be the point of entry for DPW staff.

Mike Twomey asked if we need a code variance for the double stair? Mark stated its approved to remain as is then clarified stating that it hasn't been denied. Mike asked Mark for further information on the Double Stair code variance.

Mike stated he would contact the Hamilton Historical Society for help in cataloging and identifying any historical items that need to be removed, stored and reinstalled throughout the Town Hall. Also he committed to contacting the American Legion for information on how to decommission the Memorial Hall and rededicate the new Ballroom/Meeting Room.

Cell Tower Update.

Chairman Twomey and Jack Lawrence had been in contact with the BOS and Ed Howard (former Planning Board member) to reinforce the need to locate cell tower someplace other than the DPW yard. Jack committed to updating the committee at the next meeting.

Board of Selectmen Liaison Members - New liaison members from the BOS would be designated later in the summer.

Zoning Board Review:

Patrick Reffett stated at the July 1st the Zoning Board of Appeals meeting the board voted unanimously to approve the application for the Town Hall Project. Now both Planning Board and Zoning Board approvals are now in hand.

Committee Business:

Lee stated that the Pilgrim Hall Status is a concern.

Patrick mentioned that Gordon Cornwell is greatly affected by the recent Covid Health outbreak but they continue to be committed to providing space for the Town of Hamilton Town Hall during the construction period. This will continue to solidify as time goes on.

The board agreed the next meeting would be Thursday July 30, 2020 at 1:00PM.

The meeting adjourned at 2:02 PM

A true record

Muke Twomey