

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

July 30, 2020

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

Members Absent: None

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

Mike Twomey opened the Zoom audio/video teleconference at 1:02 PM. Just prior to the start of the meeting, Jay asked for a clarification of the THBC membership status of Darcy Dale and Rosemary Kennedy vs. a BOS liaison status.

Meeting Minutes Approval

Jay made a motion that was seconded and voted unanimously by roll call to approve the 5/27/20 and 6/10/20 meeting minutes. Mike indicated that he recently received the ZOOM recordings of the 6/24/20 and 7/8/20 meetings from Tim and he will prepare the meeting minutes.

Introductions

At John's request, Mike paused the meeting at this point to introduce all whom were on the teleconference.

Project Schedule

Lee briefly discussed the modifications to the Project Schedule that was sent out to all members. These changes were as follows;

- Added Temporary Space Planning & Design weeks of **9/21 thru 10/26**
- Added Temporary Space Fit Out weeks of **11/09 & 11/16** (after **11/07** Town Meeting)
- Revised Employee Relocation to weeks of **11/23 thru 12/07** (after **11/07** Town Meeting)
- Construction now starting week of **12/14**, for revised duration of **Dec 2020 – Jan 2021**

Lee noted that the temporary space planning effort is not part of the current LLB contract, yet they would be the obvious choice to do this work. Jay asked if the Pilgrim Hall lease with Gordon Conwell would need Town Meeting approval. John noted that if the lease were a no cost one, then perhaps the Board of Selectmen could approve. Patrick said that under MA law, Town Meeting would need to approve. Drayton asked what the plan was for furnishing Pilgrim Hall, i.e., move existing furniture or lease furniture. Mike admitted that the issue was up in the air and had not been addressed. Mike went on to suggest that the project may not pass at Town Meeting and may not even be presented for a vote. Drayton had not heard this before. Darcy and Rosemary both said that the vote at Town Meeting on the project will proceed. Drayton noted

that one of his projects was being put on hold for a couple of years. Darcy noted that some communities have a commercial tax base while Hamilton is almost solely dependent on property taxes. Tim reminded all that the vote at Town Meeting will be a procedural vote to allow the project decision to go to the polls and according to Rosemary will occur within 5 days of the new proposed 11/14/20 Town Meeting date. The CPC grant request vote will be made at Town Meeting. John noted that we should be full speed ahead on the project. Mike once again reminded all that we had recent Town budget cuts, an increase in the tax rate, and large school expenditures that were approved.

Member Status of BOS Appointees

Rosemary briefly interrupted the meeting to report that according to Joe D. she and Darcy can both be full members of the committee if they wish. They do wish to be members, so they are approved.

Hamilton Town Hall Updated Preconstruction Log RFI

Lee introduced the subject of the RFI log by noting that Mike first introduced it by adding several questions on the design, then Jay added some Q and A from earlier project decisions then he, John, and Jay worked out a management procedure for the document. Lee will manage the document, prioritize questions for discussion, and report updates as necessary. Lee had sent the copy to be discussed to committee members prior to the meeting. He asked someone to send a copy to the new members. Lee asked Mark to orchestrate the sheet orientation on the screen as he wrote down the details of the discussion on each question. Later in the meeting, John suggested sorting the updated log so remaining outstanding items were listed first. Lee started by identifying questions in the Log that he felt needed to be discussed. The items discussed were as follows:

- 1) **Site Lighting** – site lighting had previously been improved and new lighting will be much better

- 2) **Line of sight concerns in driveway with tree locations** – issue will only exist when snow plowing; but new concern in that HHDC recently requested two large mature trees be planted to prevent line-of-sight for cell tower from street. New HHDC Chair Scott Clements negotiating with cell tower company with Patrick representing the Town. Cell tower company offered \$15k for trees but double that will be required. Unfortunately, we will lose 3 parking space with the trees but there is a possibility of extending the parking area to pick up more spaces if needed. However, the loss of 3 spaces leaves us still in compliance with code. Nick Tensen asked if the parking spaces could be added at a later date, and they can. Rosemary asked why we would not add the new spaces now and Mike indicated that it would intrude into the DPW yard. Darcy asked about whether or not the area where added spaces could be added were paved or not and Tim said it was gravel. A discussion ensued about the location of the cell tower in the drawings shown to the committee and Drayton noted that it was a relative location and not exact. Drayton asked if we needed to go back to the Planning Board and ZBA because of the trees, so Patrick said he will look into it. Darcy asked about adding some parking in front of the building but she was reminded there were some memorials there. Lee asked about a perceived easement for the next door neighbor into the parking lot where there is now a

gravel path. The surveyors could find no easement and Tim was not aware of any. Tim asked about adding a pedestrian gate in the fence behind Town Hall and Mark pointed out that there was one there.

- 3) **Jail Cell Removal** – it was noted that we should ask the HHDC if the jail cell can be removed
- 4) **Window insulation needed, extra glazing** – Drayton explained that the existing windows were to remain and no additional work was to be done such as adding insulation around them. A discussion ensued about allowing the windows to open and the resulting effect on the air conditioning system that was designed with closed windows. John noted that the design of the air exchangers was key. The end result was to allow the windows to be operable.
- 5) **Building moisture problems with peeling paint** – Mark explained the roof design with moisture barrier and reviewed the design of the basement moisture proofing. Mike insisted that paint has been peeling thus suggesting moisture issues. Mark said that any exterior changes with the siding is restricted. Drayton mentioned that he had never seen peeling paint. Tim said that the last repainting may have just painted over some rotted wood. Darcy asked about using composite wood on the exterior but Mark pointed out that the HHDC required only wood.
- 6) **Painted metal or copper downspouts** – Drayton said that copper costs more and that he has seen problems with people stealing copper off buildings in Providence but recognized that Hamilton was different. This subject did not arise at the recent HHDC meeting. Mark said the gutters were copper and the original downspouts were likely wood. Jay noted that copper and aluminum were dissimilar metals and used together in gutters and downspouts could cause corrosion.
- 7) **Carpeting in basement meeting room** - Mike insisted we not use wall-to-wall carpeting in the basement meeting room.
- 8) **Coffee station on first floor – The committee voted unanimously by roll call to add a coffee machine (not Keurig) connected to a sink in the first floor copy room.**
Drayton showed where it would be located.
- 9) **Furniture plan** – Drayton showed the furniture layout on the existing drawings and indicated that the earlier staff interviews established what was needed. He also said a more detailed furniture layout was coming. Drayton and John said that the specifics are usually not specified until halfway thru construction. Tim wanted to know what type of furniture. Drayton said that the furniture was a separately bid contract from the general contractor or we could buy from the state bidders list. Drayton also mentioned that the contract does not include clocks, waste baskets, recycling bins, etc. Lee said that there was a \$250k allowance in the budget for furniture.

- 10) **Emergency generator acoustic cover** – Mike asked that the additional acoustic reducing cover be specified, added to the drawings, and added to the cost estimate.
- 11) **Commissioning costs for HVAC labor** – Mike asked about whether or not we wanted to hire a third party company to check out the AC system under different loading conditioning. John offered to get quotes for the effort after asking for clarification on the effort.
- 12) **Lightning protection** – Mike asked if lightning protection was to be done. Drayton said there were no plans to provide that feature. Jack asked if the cell tower could provide protection. Mike suggested someone contact the insurance company to check on the need.
- 13) **Central clock system** – Tim asked if a central clock system was needed. Drayton said no since it was not a school were bells needed to be scheduled. He also asked if cards were to be used for security on doors and the answer was yes.
- 14) **Second floor structural ties details** – Jay asked about the details of the collar ties. Drayton indicated that they were going with cable systems and turnbuckles but he had not yet seen any details.
- 15) **Second floor ceiling acoustic treatment** – Jay admitted he didn't know what he was talking about but wondered if we had decided to use the Sona Krete on the second floor ceiling to hopefully address anticipated acoustic issues. Jay said he was willing to put his trust into Tim, John, and Drayton as regards the suggestion as to what product to use. Mike pointed out that there was no info on drawings and the cost estimate did not contain any costs. Tim said the product was used successfully in the Rockport Community Center. Jean Pierre asked if the product was used for a domed ceiling and Tim said yes. Tim had some questions as to how the material was applied so Mark agreed to check. Darcy wondered if there were any issues with outgassing and whether or not the material was hydrophilic or hydrophobic. Drayton thought the material was hydrophilic but will check the specifications. Tim asked if the material were applied onto a screen or directly on gypsum board. Mark thought directly on gypsum board but will check. Jack asked if the presence of people in the room will absorb some of the sound as was told no. **The committee took a formal, roll call, unanimous vote to approve the use of Sona Krete.**
- 16) **Basement fencing vs. solid walls** - Jay asked if we should have chain link fencing between storage areas in the basement vs. solid walls so as to improve air flow. Tim said he wanted fencing and if that were a problem for security in a specific case, he could just focus on that one. Mike noted that we could remove air conditioning ducts. Jack expressed concerns over taking down structural columns and Drayton stated that they would certainly not do that amongst the six storage areas.

Miscellaneous Site Plan Issue

Tim indicated that he has a recent issue that was just noticed concerning the orientation of the fence behind Town Hall and the fact its angled orientation effectively blocks the large sanding

trucks from backing out of one of the two largest garage bays. The two sanding trucks will not fit in any other garage spaces. A brief discussion ensued that recognized we might lose two more parking spaces by moving the fence. Darcy asked if the garage bay could be enlarged and the answer was no. Tim offered to do a truck backup test to see exactly the details of the issue.

HHDC Letter to Support Variance Letter to the MA Architectural Access Board (AAB)

Mark reported that a letter was being drafted by the new HHDC Chair, Scott Clements, and would be available later this week.

HHDC Historical Elements Review

Mike reported that he had reached out to the American Legion as to how to properly treat the commissioning of the second floor Memorial Room but had not yet had a response. He also reached out to the Hamilton Historical Society about how to handle pictures and store them but had not heard from them either. Mike also met with the Hamilton Building Inspector and asked him to look at the current handicapped ramp to the side door, looking for his support in removing the ramp. The Building Inspector indicated that he had no jurisdiction over the ramp despite it not meeting current codes, that is, unless he received complaints about it. He had no other comments about our Town Hall plans. Drayton said that the request to the MA AAB to remove the ramp was denied. And further, the AAB requires all doors to be accessible which means that the current front and side doors must be handicap accessible, or be egress only, or limited to employee only entrances. He offered that he could design a nice ramp for the front door. Tim noted that he didn't think the HHDC would allow that change. Drayton stated that it was a civil rights issue if the front door was only available to able bodied people. Drayton indicated that they were appealing the decision via the MA Historical Commission with support from the HHDC. Tim asked if the existing ramp could be removed and a new one constructed on the back side of the building to access the side door. Drayton agreed he could look at it. Mark suggested making the front and side doors employee only entrances. Rosemary and Darcy were dismayed that the front door was not the main entrance. Tim suggested eliminating the four front parking spots while someone else suggested making the spots reserved for perhaps, Town Manager, DPW Director, Finance Director, Police or Fire Chief, Selectmen. Mike said we should continue on with the project.

ZBA Report

Patrick agreed to check on the status of the ZBA final report. He also reported that both the Planning Board and ZBA have approved the project.

HHDC Report

Drayton reported that the HHDC approved removing the chimney.

Cost Estimate

Jean Pierre asked if we were to get a new cost estimate next week. Prior to the meeting Mark confirmed that he had posted the design documents to the Drop Box that were provided to the cost estimator to develop the 75% design status cost and that he expected to receive that estimate by next week. Drayton noted that the project schedule required bid packages to be available by August 26th.

CPC Grant Application

Tim reported that he had submitted a draft \$3M grant application to the CPC and that this was in excess of the \$2M request previously mentioned. He said that he had studied the financial analysis document that Jay had developed and sent to the committee before the meeting and felt the amount asked was reasonable. Darcy said that the Town Hall needs should take precedence over all other requests especially those that would provide funds for private developers for community housing needs, given issues of lack of transparency and oversight of their activities. Rosemary agreed with her position. Jay argued that a \$3M request would short change the CPC's ability to adequately bond potential large requests from the AHT for affordable housing or those that might arise from exercise of the BOS Land Acquisition Policy to exercise the Town 's right of first refusal for Chapter 61, 61A, and 61B that property owners that wish to sell. He went on to say this encumbrance of CPC bonding ability might last for 25 years. Jack pointed out that current negotiations with Gordon Conwell to acquire housing might solve in part or completely the Town's 40B housing issue and that money will be needed. Tim noted that the \$3M grant would bring the total of Historic Preservations more in line with that of the Open Space and Recreation historical totals. Jay announced that the grant request will be addressed by the CPC on August 13th at 7:00 PM and that all would be invited to that Zoom meeting. John wondered about the impact on the proposed construction cost ask on the value of an average home in Hamilton.

Next Meeting

John noted that we will receive a new cost estimate by the end of next week and so we can meet on August 20th. Mike suggested we meet sooner on August 13th, even though he was concerned that not all items would be included in the estimate. Jean-Pierre expressed concern over getting the cost estimate in time. **It was voted by roll call unanimously to meet at 1:00 PM via Zoom on both August 13th and August 20th, with the suggestion that the 13th be devoted to the cost estimate.**

A True Record,

Jay Butler, Secretary