

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

September 10, 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; Assistant to the Town Manager, Pat Shannon; and Steve Astulfi, abutter

Mike Twomey opened the Zoom audio/video teleconference at 1:02 PM.

Past Meeting Minutes

Jay made a motion to accept the 8/20/20 meeting minutes which was seconded. Jay then reviewed comments by Lee and asked for and received a unanimous roll call approval vote. Mike asked Jay about the last non-meeting on 9/2/20 where a quorum was attained but the meeting was inadvertently not posted. Jay was not sure, but Patrick indicated that it was considered an informal meeting where no votes were taken, nor decisions made and thus did not violate MA Open Meeting Law. Mike will listen to the audio tape of the meeting and develop some meeting notes.

Review of LLB Architects, 100% CD Documents:

- **Project Manual, Hamilton Town Hall, Renovation, Addition, and Preservation Project, Project # IFB2021-008, ISSUED FOR BID, 26 August 2020, 1594 page pdf document.**
- **Hamilton Town Hall, Renovation, Addition, and Preservation Project, Estimate Set, NOT FOR CONSTRUCTION, 17 July 2020, 127 page pdf document.**
- **Procurement and Contracting Requirements, Estimate Set – NOT FOR CONSTRUCTION, 17 July 2020, 806 page pdf document.**

Mike proceeded to ask each member of the committee, in turn, and our OPM's, John and Lee, what comments or questions they had on the 100% CD Documents.

Patrick asked that in the future that committee members be advised in advance by email explaining what documents are being placed in the Dropbox, including the purpose for release of the documents and how recipients should proceed. Mark agreed to do so.

After some initial confusion on Jay's part on whether or not we were also reviewing the recent updated cost estimate, he mentioned that he had sent whatever questions and comments he had via email to Mike and Tim. Mike responded that Jay's comments were added to the RFI Log.

Jean-Pierre felt he need more detail on the site access plans for consideration of things such as DPW snow plowing in winter and general site access by contractors. Drayton allowed that the General Contractor is required to allow access to the DPW yard during construction. He then showed the Architectural Site Plan which highlighted the double width drive at the southern end of the property. A lengthy discussion then ensued amongst several about how to provide in and out access by the DPW during construction. Drayton wondered whether a phased approach could be used to allow the new parking area to be used for layup of supplies. Mike felt the north side of the site should be used for layup while John pointed out that most of the heavy construction will occur on the south side. Mike then asked if the General Contractor needed to provide a logistics plan and Drayton indicated they did. Drayton wondered who would be at liable if a snowplow hit a stack of lumber. Tim felt it would be a shared responsibility. Jack was concerned over limiting access for layup might increase costs. Mike offered that it might be necessary to sequence entrances and exits. Tim reminded all that the drives must allow two trucks to safely pass one another. Lee advised the northern drive may not be wide enough to allow two-way truck access. The debate continued over allowing the north side vs. the south side for access with Mike pointing out the leaching fields on the north side. Jack asked if the plan was still in place to have all town vehicles gas up at the Wenham DPW at the time of construction. Tim said that was the case and in fact planned to have the tanks removed prior to construction. He also mentioned a plan to get gas in Ipswich if needed as a backup plan. Steve asked when the fence separating his property might be constructed and Mike indicated that it would likely be at the end of the project, but Mark said there would likely be a temporary fence. It was finally more or less agreed without taking an actual vote that the site access issue be mentioned at the planned walk-through and the concerns raised with the prospective general contractors at that time so that they could propose a solution.

Jean-Pierre then asked when the final cost estimate would be available. Drayton indicated that there would be no more cost estimates forthcoming and that the bid packages would be advertised and made available later this month according to the latest project schedule. John briefly explained the bid process according to MA General Law 149 whereby the major subcontractor bids will be sent to the General Contractor and he would then likely choose the lowest bid.

Darcy asked about when town hall employees would be evacuated, en masse or in phases. Lee pointed out on the project schedule that the relocation would be in phases, in late December/aerly January, and that no construction would start until everyone was moved.

Rosemary asked if Lee and John had ever spent time teaching neophytes in the construction industry such as herself. She then asked if they were reviewing all documents in detail and asked how they conveyed their questions and concerns. John said they normally communicated directly with the architect instead of unnecessarily burdening the committee. Rosemary then referred back to the discussion that arose at the 9/2/20 informal gathering whereby there was concern that the elevator opening was sized to meet code but not necessarily to the larger size recommended by ADA standards. John indicated that the smaller size was what was normally done these days, especially where cost concerns are paramount as in our situation. LLB, however, is looking into the larger size. Rosemary then mentioned that cost savings on the project were of great

importance to her. She then expressed again that she wanted assurances that John and Lee would look carefully at all documents.

Rosemary then asked Jack if the project needed approval by the Capital Committee, have they considered it during their deliberations, or have they looked at the project. Jack admitted that they will discuss it soon but have not yet done so as the committee's major concern is how the project fits with all other potential major projects over the next 10-15 years. The Capital Committee does not need to approve the project. Jack then mentioned some major future expenses for town water concerns and the need for the committee to develop a tax rate forecast on how the town will pay for all of them. He also mentioned the need for the School Dept to work with the Capital Committee for planning purposes.

Jack had no comments on the CD documents but reminded Mike that he would not be shy about raising concerns if need be for him to do so.

Tim indicated that he would soon be sending his list of minor issues directly to Drayton. Drayton mentioned that he needed a sidebar with Tim after the meeting.

Lee had several comments and questions on the documents. He asked about the note on the site plan drawing that shows two large trees that will be "by others", and paid for by the cell phone company. Patrick mentioned that the cell tower company offered \$30k to pay for them. Drayton said that they would likely cost more than that. One question raised was when the trees should be planted to avoid damage. Lee was concerned over how the money would be transferred to the general contractor and wondered if the project should just absorb the cost to keep it simple. Mike wondered about the type of tree and its size. Finally, Lee suggested just leaving things be for the moment. Lee then mentioned several other items by referencing the drawing number whereby Mark either assured him the issue was addressed or agreed to look into it: missing demolition notes; cedar wood fence change from chain link, and change in angle; and two rows of stainless-steel snow guards on the roof. The mention of the snow guards sparked a discussion as to whether or not the HHDC would want them to be copper. Mark mentioned that they were not on the original building. Mike noted that they were typically only installed over entrances to the building to prevent sliding snow. Mike was concerned over the fact that they likely pierced the moisture barrier and could start leaks. John suggest taping over them where they went through the barrier. Darcy asked if they could be added later if found to be needed. Mike was not sure they were needed given the pitch of the roof and suggested installing them only over the entrances. Mark will check with the HHDC. Lee then questioned whether or not the door size in the basement was large enough to handle the modular vault panels, as Drayton advised they were 7'9" by 30" and very heavy. Mike thought that they would be all right, but Jack asked if a machine assist was necessary. Mark will check. Lee asked about the need for a walk-off mat near the elevator and Mark will add one. Lee pointed out the conflicting notes on the cupola that require copper cladding over wood and fiberglass. Mark indicated fiberglass was the correct one. Lee next mentioned that the demolition plans will likely allow that the basement sump pump will be removed for approximately two months before the new one was to be installed and wondered if that would be a problem. Mike indicated that the sump pump runs almost all of the time as it is handling ground water. Drayton pointed out that the problem could be addressed by the

general contractor under means and methods. The decision was to inform all at the building walk-through of the issue.

John asked if the IT space was carved out in the basement. Drayton indicated that it was on the current drawings.

Patrick had no comment at this time.

Mike said that he had over 85 items that he needed to bring up but that he would send an email to Drayton noting all of them and would only mention a few in the meeting and ask Mark to respond. He would also send them to Lee to include in the updated RFI log. He asked if winter conditions were noted in the specifications – they are. He mentioned the elevator opening that will be looked at. Mark confirmed the two elevator door openings are both 42” (as required by ADA). He wanted to know if the building occupancy was determined with both Town Hall employees and a full second floor meeting room – it was. He asked if there was a walk-through gate in the now cedar fence and he was told there was near the DPW garage. He noted that the hydrant is located 3 feet from the transformer and that the code requires a ten foot to fifteen-foot separation. LLB will address. Mike did not see any sewer elevations in the drawings. Mark will check on them. Mike asked if the ceiling collar ties on the second floor have vertical supports – they do. He wondered if they were needed as they will look terrible. Drayton will check with the structural engineer. Drayton also mentioned he had a nice illustration. Mike next noted some doors that appeared to swing the wrong way that should be looked at in the town clerk’s office, community project’s office and second floor storage in the addition. He wondered if there was any backup cooling system for the IT room in the basement – there is not. He noted that some basement lights were labelled emergency lighting and wondered if there was a separate system for backup – there is not. Drayton will look at them. Mike next asked if there was a need to saw through the basement floor to install the two-inch rigid insulation. Mark will check. Mike next asked what type of window treatment will be used for the toilets, e.g., frosted glass or shades, so as not to give Steve an unexpected show. He asked about who owns the signage and was told it was part of the project. He felt that new vs. old VCT should be installed in both the basement conference room and the new addition basement. Mike next asked who was responsible for underground saw cutting trenching. He felt the general contractor typically does it but Mark will check. Mike next noted the need for LLB to address the elevator sump and machine room oil containment system – they will. He then asked if the IT room has a halon fire protection system or a wet system and was told it was typically wet by Drayton. Finally, Mike noted that code requires exterior hydrants on each side of the building. Drayton will look into this.

Jack asked if Azek will be used between the gutters and fascia boards. Mark will ask the HHDC. Mike added that according to code, there needs to be a drip edge added to the roof and that the shingles need to extend one inch over the gutters

Status of MA AAB Variance Ruling

Mark indicated that he had not yet received the requested support letter from the HHDC but will check on it.

Project Schedule

No changes since last version uploaded to Dropbox

Pre-Construction RFI Log

Lee went through the most significant open items on the RFI log:

- Lightning protection – Tim reported that the town’s insurance underwriter requests we have it and that we make sure it is part of the builders risk insurance during construction. John felt the town should assume the builders risk insurance. Tim will check on the policy, especially to see if there could be a reduction in premium. Drayton said that he will add lightning protection to the design.
- Second floor meeting room ceiling/collar tension ties appearance – discussed earlier under Mike’s comments. Need a better LLB illustration on this
- Ramp removal variance – ongoing per Mark’s comments
- Elevator door openings – Mark confirmed the two elevator door openings are both 42”.
- Overhanging tree over condenser – Rosemary was concerned over leaves potentially getting into the condenser and wondered if a fine mesh filter could be installed to prevent that from happening. Drayton suggested a new type of tree could be considered. At this point Mike noted that the condenser shown on the drawing was not drawn to scale as it was larger than shown and there are actually three condensers that all need three feet of space in front of each. He suggested adding the other condensers and show all to scale to see how much space was available. A concern was also raised about the potential for a snowplow to hit them. Drayton suggested a rhododendron could be added near them.
- Extra electrical outlets for second floor conference room – Mark listed the additional outlets that have been added.
- Replacement of fascia boards with Azek - Mark to ask the HHDC. Jay suggested also asking the HHDC for a final vote on the building exterior and Drayton felt that it was not a bad idea.
- Exterior trim details – same as above
- Detailing of second floor sprinkler piping - TBD
- Reason for dry sprinkler system in ballroom and double stair - TBD
- Installation of modular pre-fab vault components – basement door size looks alright per Mike’s comments

Mike announced that the next THBC meeting will be a Zoom teleconference on Thursday, September 17th at 1:00 PM. Drayton will make a presentation.

Darcy made a motion to adjourn at 2:53 PM that was seconded and voted by roll call unanimously.

A True Record,

Jay Butler, Secretary

