

TOWN HALL BUILDING COMMITTEE  
MINUTES OF MEETING  
October 8, 2020

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

Members Absent: none

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

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

### **Past Meeting Minutes**

**Jay made a motion to accept the 10/1/20 meeting minutes which was seconded. Jay then mentioned receiving minor additions from Lee and asked for and received a unanimous roll call approval vote.** Mike mentioned that we were still missing one set of meeting minutes (9/2/20) and that he was waiting to get the Zoom recording in order to develop them.

### **Support Letters for the Project**

Mike reported that he had recently met with Town Manager, Joe Domelowicz, to discuss how to get letters of support for the project from the various Boards and Committees.

- Board of Selectmen – Joe will pursue
- Finance and Advisory Committee – Their support statement will be coming
- Capital Committee– Joe will pursue this. Jack reported that the committee voted their unanimous support at their last meeting.
- Council on Aging – Mike pursuing Steve Walsh
- Historical Commission – Mike pursuing Anne Marie Cullen
- MA Architectural Access Board – Drayton said that we may not get a support letter but hopefully a letter approving the ramp removal in the form of minutes from their next meeting on October 19<sup>th</sup>.
- MA Historical Commission – Again, Drayton did not think we could get a support letter. Mark said that we were still waiting for the Hamilton Historic District Commission to send them a letter asking for their support. Drayton also said that we may be able to ask Historic New England to look into us getting a support letter. Drayton and Mark will pursue Scott Clements.
- Planning Board – Patrick will take the lead in pursuing their support in light of recent site changes.
- Zoning Board of Appeals – Same as Planning Board.
- American Legion – Mike said that they would like to be involved and asked us to take photos of all memorabilia now in the Memorial Room and keep track and safeguard all artifacts during construction.
- Public Safety – Police and Fire – Joe will pursue their support.

- Board of Health – The septic inspector is still reviewing documents, and is waiting for the most recent version.
- Building Department – Drayton explained that all public work in MA must be done under a “controlled construction” that involved amongst other requirements, performance of tests by an independent consultant, paid for by the owner, such as steel structure, concrete, soil compaction, and other specialties. According to Patrick, this places responsibility on the architect that all work will be done on a professional level, e.g., mechanical, electrical, HVAC, etc., although the architect is not liable for any contractor negligence. The architect and their subconsultant engineers would thus need to sign affidavits for that requirement. John offered to provide a link to that document, “Initial Construction Control Document”. Because of the above requirement, Mike noted that the Plumbing and Electrical Inspectors, did not want to get involved. John further discussed what type of reports will be needed noting that it was usually decided by the Building Inspector and in the case of Woburn it was field reports. Drayton noted that LLB will attend job meetings every week or two weeks at which they will take the minutes and submit to the Building Inspector. If formal field reports are required, he suggested the on-site clerk assigned by DTI would provide these. Drayton wondered if that person might be Lee. Both Lee and John immediately said no, it would be another DTI individual. John noted that they had budgeted the clerk to be on site only half-time but if necessary, could go full-time. Patrick said that the Building Inspector would want observation reports from the architect. Drayton further mentioned that while there is a building permit fee that would be waived for this project, he noted that in some communities that the various inspectors, i.e., plumbing and electrical, were allowed to charge inspection fees, not covered under project costs, for each visit made to the site. Patrick noted that the permitting costs were waived and there were no inspection fees in Hamilton.
- Hamilton Master Plan Compliance – Joe will look at the Master Plan to see if we are in alignment with goals set years ago.

### **Marketing Efforts**

Rosemary showed the committee a draft publication that she was planning to place on the Town website and on the Town Facebook page. It could also be a trifold mailer that could be sent out with the warrant articles or made available at Town Meeting. A discussion then ensued regarding some typos, as well as the need for some “before” photos and renderings of the future renovation, and the potential addition of the floor layouts, site plan, and second floor meeting room renderings. Darcy suggested mentioning the space at Pilgrim Hall for the temporary Town Hall. Rosemary noted that the document could be two-sided to accommodate some of these ideas. Jean-Pierre asked about adding some info on the project cost, especially the effect of the CPC grant and the final ask of the Town. Jack supported the idea of breaking down the numbers. Drayton noted that John was working on updating the project cost slide shown at the Fall 2019 Town Meeting. When completed, he will provide it to Tim. Darcy suggested contacting Marisa to get some understanding of the funding alternatives for the costs. Rosemary asked Jay to comment on her history paragraph. Darcy suggested mentioning the cost of the Public Safety Building and comparing it to Town Hall. Mike said that it would be a comparison of new construction vs. renovation of an old building and might be difficult. Patrick and Jack said the document looked good and was a great start. Patrick requested that the updated site plan, floor

layouts, second floor meeting room renderings, and exterior building renovation rendering be sent to him and he will distribute to the entire committee.

Rosemary wondered when the document should be sent out and this began another discussion. She suggested sometime in the next two weeks. Jean-Pierre suggested ASAP. Mike and Rosemary discussed having the document available at Town Hall, Library, and the COA building. Rosemary suggested handing it out around town. She also noted the plan to post on the Town web page. Mike wondered where she will get it printed, Minuteman Press, or other place where the Town had an arrangement. Jack said we should send out the document now. Mike suggested posting it within a week and Rosemary agreed. He also suggested running it by Joe D. beforehand and she agreed. **Darcy made a motion that was seconded and voted unanimously that Rosemary post the document as soon as possible.**

### **Town Meeting Presentation**

Rosemary suggested that the presentation needed to emphasize optimism and be persuasive in its content. Jean-Pierre suggested that Drayton make the presentation, and if not, maybe Joe D. or Mike. Darcy suggested someone from the FINCOM. Rosemary suggested that Drayton make the presentation followed by someone on the committee who would also speak. Tim suggested that Mike speak briefly first and then introduce Drayton who would make the presentation, followed by another committee member. We would then open it up to other speakers and look especially for key support people who will agree to speak. Jack said that we should balance the presentation in terms of the utilitarian aspects or efficiencies of the project vs. the humanitarian aspects such as preservation of the jail cell door. He further stated that people want to get value if they vote for this project. Mike suggested that Jay, Jean-Pierre, and Jack should speak. Jean-Pierre will think on it. Jay said that he will speak IF he is at Town Meeting as he will need to say in few words after making the motion for the \$3M CPC grant. Jack and Mike suggesting having Steve Astulfi speak for the abutters. Steve said he would.

Steve went on to say that as an abutter, he was concerned over the cell tower and the effect of the construction on his quality of life. Steve was concerned over the proposed fence, landscaping, noise during construction, lighting, etc. He said that he supported the project and asked about the length of construction. He was told 14 months by Lee. Mike told Steve that if it were necessary to make the fence taller, the landscaping denser, or move the generator further away, we would look at the issue. Steve said he was just concerned over what he could do in his backyard during construction. Mike then said that work could be restricted on Saturdays and Sundays. Steve hoped there would be no weekend work. Jean-Pierre said that the normal work week was Monday to Friday. Tim said that no work was typically done on Sundays unless an emergency was declared by the police and that Saturday work needs approval by Tim and Joe D. Jack asked about the timing for the erection of the fence next to Steve's property and Mike asked about any grade changes or contour next to the fence. Steve said there was a gully. Mike said he would look at the drawings.

Getting back to the presentation at Town Meeting, Mike noted that he, Jay, Drayton, Jack, Jean-Pierre and others will speak at Town Meeting. Rosemary and Darcy will decide on their speaking. Rosemary suggested that Drayton keep the presentation short at 5 minutes. Mark mentioned that he had Drayton's draft presentation of 17 slides and proceeded to share it with the

committee. Someone suggested handing out copies of the floor plans prior to Town Meeting since they are difficult to read off the presentation. Jay noted that voters have not seen any floor plans since the Fall 2019 Town Meeting, especially the rotation of the second-floor meeting room. Jack suggested sending out the floor plans in advance by mail. Steve agreed and also suggested posting the layouts on-line. Rosemary and Darcy agreed with sending out the floor layouts before Town Meeting, perhaps mailing them out with the warrant being sent to voters. Rosemary will check with Joe D. on this. Jack said that the voters will be happier if we did that. Tim noted that the Town Hall information flyer for the Fall 2019 Town Meeting went out with the warrant.

Tim then told the committee that he has been working on a fact sheet on the project that was ready to be sent out now. The fact sheet will include the current floor layout, second floor meeting room renderings, the latest site plan, and the current building rendering showing the new ramp off the side door. He has shown a draft to the Board of Selectmen. He said he was working with Hamilton media specialist, Bobby Gates, to set up a social media blast and a website update.

Mike then summarized upcoming dates of importance to the committee: Sub bids due 10/23; metal fabrication bids due 10/29; and General Contractor (GC) bids due 11/6. He commented that he hoped that a review of the Sub bids, once received, would show that they were reasonable.

#### **Next Meeting**

**Mike announced that the next THBC meeting will be a Zoom teleconference on Thursday, October 22<sup>nd</sup> at 1:00 PM.** We will discuss the marketing preparations needed before Town Meeting and the presentation for the meeting. Mike said that the committee may be meeting weekly after the next meeting.

**Darcy made a motion to adjourn at 2:15 PM that was seconded and voted by roll call unanimously.**

A True Record,

Jay Butler, Secretary