

TOWN HALL BUILDING COMMITTEE
MINUTES OF MEETING
October 22, 2020

Members Present: Mike Twomey, Jean-Pierre Minois, Jay Butler, Darcy Dale, Rosemary Kennedy (part-time), Jack Lawrence (part-time), and Patrick Reffett

Members Absent: Tim Olson

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

Mike Twomey opened the Zoom audio/video teleconference at 1:00 PM.

Past Meeting Minutes

Jay made a motion to accept the 10/8/20 meeting minutes which was seconded. Jay then mentioned receiving minor additions from Lee and Mike, and then asked for and received a roll call approval of 5-0, as Jack and Rosemary had not yet joined the meeting. Mike mentioned that he was still waiting for the Zoom tape of the meeting on 9/2/20 so he could develop those minutes.

Preconstruction RFI Log

Mark reported on the status of open items in the Preconstruction RFI Log:

- Status of ADA ramp removal variance – Mark reported that allowing for some administrative actions that still need attention, the current ramp will be able to be removed in favor of a new ramp to the North side entrance.
- Sewer elevation needs definition – Mark reported that he has combined concerns of the sewer elevations and sump pump requirements and he is still coordinating a response.
- Potential need for more fire hydrants – waiting for Fire Dept. inputs
- Sump pump location – Mark coordinating this
- Storage of old handicap ramp – Mark reported that they will salvage the concrete stairs
- Sump piping details – Mark is coordinating
- Building Dept. review – Mark reported that the Building Inspector, Angelo Salamone, is still reviewing the drawings and has not found any problems to date
- Hamilton Board of Health review – Patrick noted that septic inspector, Greg Bernard, has reviewed the drawings and has found no issues or any significant problems with the design. However, he has not yet reviewed the bid package drawings.

HHDC Variance Letter

Mark reported that the letter was sent to Joe Domelowicz but was not widely distributed. The letter expressed their agreement and willingness to work with the committee. Mike said that he would send out copies to the committee.

New Access Ramp

Mark reported that LLB had sent out Addendum 1 to potential bidders with details of the new access ramp from the North side entrance. LLB also created a new Filed Sub Bid category for Metal Fabrication with a due date for bids of 10/30/20. He reported that PM&C estimated the cost of the ramp at \$35k, including the railing, concrete, and extra site work. He noted that the Addendum also provided updated drawings of the site plan and building rendering.

MA Architectural Access Board Deliberation on Existing ADA Ramp

Mark reported that he was awaiting copies of the minutes of the MA AAB meeting of last Monday. He commented that he believes that all is well with our request and approval of the new ramp but there are some administrative issues to be addressed. He also noted some past shifting of their focus off and on over our retention of the stairs to the basement. Jay confirmed with Mark that the front door would be used only for emergency egress and some ceremonial occasions. Neither Drayton nor Mark felt there would be a problem moving ahead. Someone asked about the committee getting copies of the latest renderings, i.e., exterior of the building showing the new ramp; floor layouts; site plan; and second floor room design. Drayton thought he had sent them but neither Jay, Patrick, nor Jean-Pierre had yet seen them. Drayton will follow up and see that they are sent out.

Town Meeting Presentation

Drayton began by showing the committee his draft presentation which included the following elements: photos of current problem areas within the building; a comparison of building problem issues with proposed fixes; the current site plan; the current floor layouts; rendering of the view from the road looking at the building; rendering of new access ramp from the North entrance; several second floor meeting room renderings; a list of organizations who either reviewed or approved the project; the current project schedule; a photo of Pilgrim Hall; and lastly a TBD summary cost sheet under development between Tim and John. Drayton then opened the discussion for comments.

Jay asked about the site plan rendering since a mature appeared missing. Mark and Drayton noted that there was a mature tree missing. Patrick noted the missing vehicle charging stations. Drayton admitted that this site plan was not up to date and that it was an update of the older version. John commented on the list of problem issues, specifically, one mentioning office efficiency. Rosemary suggested mentioning office privacy. Jay asked if Drayton could make a comment about Green initiatives that were embraced with the design. After a brief discussion it was decided that Drayton will add another bulleted item and mention improved infrastructure. Jay noted that not all of the listed boards and committees have "approved" the project. After some discussion the committee decided to add some and subtract some, prioritize the list, and indicate which ones actually approved. Jay also noted that the Planning Board and Zoning Board of Appeals while having previously approved the site plan, had not yet seen the latest version that has more trees, changes to the fence, a new access ramp and a new sidewalk. Patrick noted that most changes would be viewed as beneficial by these committees. Jay asked if the final cost slide would contain the actual final bid, given we would receive that info about a week before Town Meeting. John said yes. More discussion ensued about this cost sheet with Darcy and Rosemary suggesting we explain past monetary support at Town Meetings. Jack felt it was very important to show the entire project cost and not just the current ask. Mike said we needed to

show the effect of the project on the tax rate. Rosemary interjected that Marisa had recently calculated the estimated effect on the tax rate for the project at \$0.20 and then offered to send a copy to all. Rosemary wanted to emphasize the effect for the average Hamilton home value of \$631,420. It would be an additional \$121.41 per year. Mike felt the tax rate increase of \$0.20 would be more helpful. Drayton suggested adding a second cost slide to present all of the necessary info. John and Tim will continue to work on this.

Mike then reviewed the personnel plan for presentations at Town Meeting. He asked Jay if he would be at Town Meeting and Jay said no but that Shawn Farrell (BOS Chair and CPC member) will present in his stead. Following Shawn's motion and brief explanation of the grant, he will introduce Mike who will speak for two minutes and then introduce Drayton who will make the five-minute power point presentation. Jack and Jean-Pierre will then make some comments. Jean-Pierre will focus on improved conditions for the employees while Jack will make comments expressing how long this renovation has been discussed and the fact the we are not presenting a "gold plated" design. Rosemary will speak following Jack and Jean-Pierre and Steve Astulfi has said previously he would as well.

John asked Rosemary about some negative voter inputs that had been briefly mentioned as an aside earlier. He felt the need to get out ahead of any issues before Town Meeting. Rosemary said that she had heard from a very unhappy female voter who felt that with problems in the schools and town budget problems, and thus we should not be asking for money to renovate Town Hall at this time. Rosemary had also seen some Facebooks comments on the project but they were generic and not negative. She will continue to monitor.

Jay made a point of order that the schedule timeline requires all power points were due to Joe Domelowicz on 10/30/20. Rosemary thought that schedule was optimistic. Jean - Pierre asked if the cost slide could be updated in the correct format so we could review at the next meeting. John said yes.

Project Schedule

Mark briefly reviewed the Project Schedule, mentioning the Filed Sub Bids due tomorrow, except for the Metal Fabrication Sub Bid and the Fire Protection Sub Bid that are due 10/30/20. The Fire Protection Sub Bid change was due to a material change request from copper piping via a request from bidders. John mentioned that the committee will receive a summary of the results of the Sub Bids received tomorrow by tomorrow afternoon. Mark and John will combine the Sub bid numbers received with other budget numbers so as to present an estimated project cost for the committee. John suggested the committee meet next week to review the numbers and after a brief discussion amongst the committee on availability, Mike decided the next THBC, Zoom meeting will be on Tuesday, October 27, 2020 at 1:30 PM.

Mark continued by noting the GC bids are due on 11/6, Town Meeting on 11/14, vote at the polls at 12/3 followed by Pilgrim Hall fit out, employee relocation and finally breaking ground for construction on 1/21/21.

Mike noted that the committee needs to meet the week before Town Meeting to see what the final numbers look like and thus tentatively suggested Tuesday, November 11/10 for a THBC meeting.

Jay asked what was going to happen in the 12/14 to 12/24 time period scheduled for “GC Bid review and contract negotiations” given the dollar bid would have already been accepted. Drayton answered that this time was allocated for LLB to contact the MA Division of Capital Asset Management and Maintenance (DCAMM) that certifies General Contractors to see if there are any unknown issues with the chosen General Contractor. These issues might include previously unknown bad references or ratings. Mike offered that sometimes subcontractors pull their bids, and thus replacements may be needed, but John said that normally happened before the GC was decided. John suggested removing the word “negotiations” for clarification.

Next Meeting

Mike announced that the next THBC meeting will be a Zoom teleconference on Tuesday, October 27th at 1:30 PM.

Darcy made a motion to adjourn at 2:27 PM that was seconded and voted by roll call unanimously, 7-0.

A True Record,

Jay Butler, Secretary