

TOWN HALL BUILDING COMMITTEE  
MINUTES OF MEETING  
November 10, 2020

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

Members Absent: None

Others Present: Owner Project Manager (OPM) – Lee Sollenberger and John Sayre-Scibona of Design Technique (DTI); and Designer/Architect - Lerner, Ladds, Bartels (LLB), Mark Ritz and Drayton Fair; Joe Domelowicz, Town Manager (part-time); and Pat Shannon, Assistant to the Town Manager and CPC Coordinator

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

**Past Meeting Minutes**

**Jay made a motion to accept the 10/27/20 meeting minutes which was seconded. Jay mentioned getting typo comments from Lee and Darcy and hearing no other comments, asked for and received a roll call approval of 7 - 0, as Jack had not yet joined the meeting.**

**General Contractor Bids**

John presented a summary of the GC bids received on 11/6/20 and showed his spreadsheet that was sent out previously to the committee. The six bids received were from: Windover Construction, Beverly, MA (\$5,575,9680); Castagna Construction, Danvers, MA (\$5,677,000); Campbell Construction Group, Peabody, MA (\$6,194,500); Paul J. Rogan Company, Braintree, MA (\$6,298,680); M. O'Connor Contracting, West Roxbury, MA (\$6,486,000); and Northern Contracting, Canton, MA (\$6,696,100). The previously established budget for the GC was \$6,643,811. John went on to say that the low bidder, Windover, may not be qualified to bid since they did not submit info showing a current DCAMM certification for Historical Building Renovation. Therefore, it looks as though we will need to take the second lowest bidder, Castagna, another well-known and competent, local company. John mentioned that DTI was currently working with Windover at St. Mark's School and that he was familiar with Castagna. By choosing Castagna as the lowest bid for GC, their bid is \$966,811 lower than our budgeted estimate. John also mentioned that LLB will be investigating the backgrounds of all of the bidders with the DCAMM.

Jean-Pierre asked why there was so much difference in the bids as compared to the budget. John explained that clearly two companies wanted the job and therefore sharpened their pencils. John further explained that our budget was assumed to be a "middle bid" for a project such as ours. Jean-Pierre pressed further and wondered if the low bidders missed something. Lee pointed out that both the low bidders were very close and John pointed out that Castagna actually chose a subcontractor that was \$10k higher than the low bidder. John went on to say that the Windover low bid was surprising given their quality of work and the normal bid processes in which they participated. Lee noted that Windover was looking to get more involved with public bidding

projects as they have not done much in that arena. Mark pointed out that there was only a 16% spread amongst all bidders.

Rosemary interjected at this point that she was hearing some push back on social media about the price of the project and suggested that we need to show we are trying to save money.

### **Total Project Cost**

Mike noted that he thought the GC bids were very good numbers and it was a surprise to him that Windover did not have the required DCAMM certification. He mentioned that he had participated in an informal Zoom meeting held just prior to today's meeting where some of the project costs were discussed. This informal meeting involved Mike, Tim and LLB and DTI personnel. John then presented the spreadsheet showing what costs had been discussed. This DTI spreadsheet, entitled, **Hamilton Town Hall, Construction Document Phase – Budget Analysis, and dated 11/10/20**, was then shown to the committee.

Under **General Construction**, there was no change suggested from the Castagna bid of \$5,677,000.

Under **Construction Related Costs**, the group recommended the following necessary increases:

- Under **Infrastructure/Maintenance**,
  - Under **HAZMAT Removal**, a \$5000 increase from \$0 to cover fluorescent lights and associated balusters
  - Under **Utility Backcharges/Transformer**, an increase of \$10k to \$45k from \$35k
- Under **Info Systems/Telecommunications**
  - Under **Tel/Data/ Security** a \$10k increase to \$35k from \$25k for more camera work and network wiring connections
  - under **Computer/Technology Equipment**, an increase of \$10k to \$35k from \$25k.
- Under **Furniture, Fixtures, and Equipment**,
  - Under **AV Equipment (Cameras, Projectors, Assisted Listening)**, an increase of \$40k to \$50k from \$10k for assisted listening devices and long throw projectors
  - Under **High Density Storage Systems (with Slab Upgrade)**, an increase of \$100k to \$125k from \$25k for a well-designed slab upgrade with a moisture barrier embedded in the concrete
  - Under **Wayfinding Signage and Signage Design**, an increase of \$20k to \$60k from \$40k in order to provide more professionally designed signage for the building.

Under **Professional Services**, the group recommended the following increases:

- Under **Design Consultants**,
  - A \$3k addition to **Geotechnical Services & Soil Borings (GSI)** in case more soil borings are needed

- A \$2090 increase in **HAZMAT Engineering (Smith and Wessel)** from \$4410 to \$6500 for investigating possible PCB's in the soil from old window glazing materials
- Under **Management and Support Services**,
  - A \$30k increase for **Temp Facilities Fit-Out Expenses** from \$70k to \$100k for additional costs recently recognized.
  - A \$3500 addition for **Project Printing/Bidding** for expenses not budgeted

**The total recommendations totaled \$256,949 after application of the 10% contingency fee and the Project Total then becomes \$8,887,283 vs. the Total Project Cost of \$9,708,000 mentioned at the Fall 2019 Special Town Meeting and a decrease of \$820,717.** (Secretary's Note: These numbers were updated post meeting due to a minor oversight.)

Mike then proceeded to poll the committee on the recommendations.

Rosemary wondered if the fit-out costs for Pilgrim Hall were supposed to be part of another budget and if the money for fit-out was part of the warrant article for the lease at the STM. Tim said that the warrant article did not include any request for money. Lee mentioned that the fit-out costs were always part of the budget.

Mike noted that we could take some of the individual item increases out of the 10% contingency if we desired, but noted that the item by item analysis that was done today was more easily defended vs. just citing a contingency fee with no particulars.

Darcy said she agreed with the recommended increases as it was prudent and offered some flexibility, especially since John had noted that any unspent funds would be returned.

John mentioned that there were three items covered by the 10% or \$807k contingency fee, i.e., uncovered conditions, design conflicts, and owner enhancements.

Jean-Pierre asked about the high-density storage system – was this increase an additional expense we didn't really need? John suggested that the funds were for providing a suitable space, structural integrity, and moisture mitigation that included placing a moisture barrier in the concrete floor. John then mentioned that the way these recommended increases worked was that after we get the GC under contract, we would develop a PCO (Potential (or Pending) Change Order) and ask for a quote from them to include this cost with the hope that the GC quote would be lower. Darcy noted that the basement has had a moisture issue for a long time and asked Mike for comment. Mike said that he felt the moisture problems in the basement were due to HVAC and sweating from the walls. However, he felt we should include this increase. Drayton noted that no one at the STM will drill down to this level. Jean-Pierre then asked if there were other similar items where we are asking for better items vs. safer estimates as we go back and review these items. Mike said that we are trying to be as lean as possible and are merely looking at low hanging fruit in our estimates. John agreed and noted that some of the items were estimated two years ago and had not been reviewed since. These items were things we need to have, and we are not just spending on lavish items such as marble accents or special paints, etc.

Drayton noted that we have not incorporated any pandemic specific modifications into our project such as: higher efficiency HVAC systems; better air filters; UV disinfecting lighting for air ducts, etc. We have not done so since nobody is actually sure what one should do at this point.

Patrick felt we should hang on to every penny associated with this project due to the unknowns with what we might find in the walls, ceilings, floors, and roof of this 100-year old building. Getting money back if some of the recommended increases were not needed would be great. He felt we did not want to have us ask for more money in the future.

John noted that the recommended increases were for specific items but wondered if we wanted to increase the 10% contingency to 11% as our total project cost would still be below our previous estimate. He went on to say that we have not added unnecessary embellishments to the design.

Rosemary interjected that she needed to leave the meeting and get back to work from her break as she was working in her nursing job today. She asked that she be allowed to present one slide showing the second-floor wall expansion and speak to the STM about the issue. Drayton offered that he had such a slide in his presentation that she could speak to it during the middle of his presentation.

Darcy reiterated her support for the increase recommendations.

In a brief comment on the upcoming STM, Darcy said that she would present Article 2-8 and that Rosemary would present Article 2-7.

Jay started his comments on the recommended increase by asking would the team be doing this if the GC bids were higher than the Fall 2019 estimate. John immediately said no, as they would then be looking at potential reductions. Jay then said he agreed with the proposed increases but then asked about the status of the Paperless Initiative. Pat Shanahan indicated that the Town had purchased a new software program, and had applied for a grant to assist with digitizing documents.

Jack was having audio problems so could not speak with us although he could hear.

Patrick reiterated what he said earlier on the increases.

Tim said he was all set.

John again raised the idea of increasing the contingency to 11%. Mike said no. Darcy said she trusts Mike. Mike said that we need integrity in our numbers. Jean Pierre said he thought we had reasonable numbers.

**Darcy then made a motion that was seconded to approve an increase of \$317,449 to the Total Project Cost. However, at this point the vote was interrupted as Jack was back online with audio.**

Jack asked why we don't add to Miscellaneous Fees and Expenses instead of using a contingency. Mike said that we identified specific items for increase and the contingency increased due to the math. Jack agreed.

**The vote on Darcy's motion resumed with a unanimous vote of 7 – 0 as Rosemary left early. (Secretary's Note: This vote may need to be revoted at the next meeting due to the post meeting change in the dollar value to \$256,949.)**

### **Special Town Meeting Presentation**

Mike noted that the order of presentations was Jay, Mike, Drayton, Jean-Pierre, and Jack. Jay thought that the presentations by Mike and Drayton would precede him. Darcy said that the script for the meeting should define this but when Jay retrieved his copy that there was no info.

Darcy commented on some statements she had seen on social media, particularly an \$800k cost for the grand staircase. Both Darcy and Mike were monitoring comments. Mike was keeping a list of comments and was preparing replies if they were raised at Town Meeting.

Drayton mentioned that he had two slides at the end of the presentation showing the costs and wondered if Mike would present those. Mike said he would. Tim said he would send these slides out to all.

Joe Domelowicz interjected at this point as he had been listening in the background and said he would send a message to Tom at KP Law who was developing the script and he hoped he could get a copy out to all on Thursday. As a minimum, he felt that Jay as Chair of the CPC should make the motion for the \$3M grant request and that Jay could then ask the Moderator to recognize Mike, then Drayton to speak to it.

John asked if Drayton will be live at Town Meeting and Drayton said he would.

### **Next Meeting**

**Mike announced that the next THBC meeting will be a Zoom teleconference on Thursday, November 19th at 1:00 PM.**

Tim said he was not sure about how the vote at the polls for the project ask on 12/3/20 would be handled in the event the motion for that vote was not approved. The Town Clerk was looking into it.

**Darcy made a motion to adjourn at 2:29 PM that was seconded and voted by roll call unanimously 7 - 0, as Rosemary had left the meeting earlier.**

A True Record,

Jay Butler, Secretary

