

TOWN HALL BUILDING COMMITTEE
MINUTES OF MEETING
November 19, 2020

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

Members Absent: Jack Lawrence

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 (part-time) and Drayton Fair (part-time); and Pat Shannon, Assistant to the Town Manager and CPC Coordinator

Mike Twomey opened the Zoom audio/video teleconference at 1:03 PM.

Past Meeting Minutes and Revised Project Cost Vote

Jay made a motion to accept the 11/10/20 meeting minutes which was seconded. He mentioned getting typo comments from Lee and John. Jay also brought up an issue with the vote on a motion by Darcy at the last meeting that approved a \$317,449 increase to the Total Project Cost. Subsequent to the meeting, a math error was discovered that corrected the increase amount to \$256,949. Darcy then made a motion that was seconded to modify the motion accordingly. Jay recorded a vote of 6-0 to approve both Darcy's motion and the minutes, as Rosemary had not yet joined the meeting.

Pre-Construction RFI

Lee reported on the remaining open items on the Pre-Construction RFI list:

- Need for additional fire hydrant – awaiting fire dept. input. Mike said that the Chief was still out on sick leave.
- Approval of drawings by the Building Inspector – Patrick reported that the Building, Plumbing, and Electrical Inspectors have reviewed the drawings and approved them but the paperwork has not yet been issued.
- Board of Health signoff on project – Patrick reported that Septic Inspector Greg Bernard has been sent the latest drawings for review so he will check with him and report back.

Several members of the committee then proceeded to ask about approval from other entities:

- Planning Board – Patrick showed the Chair of that Board the latest site plan and he did not think the changes that have been made since their first approval needed to be re-voted.
- Zoning Board of Appeals – Patrick reported that he will show the latest site plan to the new chair, Kim Dietel, but he did not think there would be an issue as their interest was only in the use and height of the building.
- CONCOM – Jay asked if the CONCOM need to review the building design, but Patrick noted that they had no jurisdiction as the site is not near any wetlands.

- Police – Jay asked if the Police Dept. need to review the plans but both Patrick and Tim said no but suggested that it would make sense as a courtesy to send them the plans to review. Tim suggested their interest would be in the type of security cameras used.
- Cell Tower Company – Mike wondered if there were any potential schedule conflicts with the planned cell tower construction, especially if there was a need to dig a trench from Bay Road back to the tower. Patrick reported that no schedule for that project has yet been developed but thought it might start before Town Hall. Darcy said that the company had three years in which to start the project.

Special Town Meeting Results

Mike reported that the warrant article for the project received an 87% positive vote at the STM. He asked if there were any questions but there were none.

Special Election Vote and Promotion on Project for 12/3/20

Rosemary asked about the purpose of the vote at the Special Election and it was confirmed that it was a vote to allow the expenditure for the project. John asked if there was to be any canvassing amongst the voters in advance of the vote. Rosemary reported that she had spoken with Joe Domelowiz and received his and Russ Steven's permission that she could create a reverse 911 call to promote the election. She did also say that she is waiting for Town Counsel to weigh in on what she is allowed to do in advocating for the project as an elected official. She said that her message would be short and in response to Darcy's comment about late evening calls said it would probably happen in the morning. Mike reported that there was a front page article on the project in the Salem News last Friday and another in the Chronicle that was published today. Jay pointed out that unfortunately the Chronicle article misreported the Total Project Cost as between \$9.4M and \$9.8M vs. the correct \$8.9M, and the December 3rd Ask at \$5.3M vs. the correct \$4.7M. He also noted that the financial numbers presented by Nick Tensen at the STM on the effect of the project cost to the taxpayers were not part of the article. Jay went on to say that the handout of Drayton's presentation at the STM that is also posted on the Town web page does not contain the FINCOM financial slide either. Thus, the most important info on the project cost and its potential impact to the taxpayer is not available anywhere. Jay felt that Nick's slide should be posted to the Town web page. John offered to redo the power point presentation and include the financials. Tim thought Bobby Gates could do it. Someone thought Pat Shannon could do it but Pat suggested that he was not sure he could as a Town employee. Patrick interjected that we needed to wait for input from Town Counsel as to what Town employees were allowed to do. Tim suggested we could use Bobby Gates for a web page or Facebook outreach and wondered if he was an employee or contractor, but Pat Shannon was not sure. Darcy asked if the 12/3 vote was a simple majority – the answer was yes. Tim suggested putting out some signs around town and suggested asking Joe D. for some money for them. John suggested that the idea might not fly. Mike suggested getting some signs, perhaps 20, and looking for money after the fact. He will ask Joe D. about it. Mike wondered what the signs might say and where they might be made. Pat suggested Allegiance Printing that prints material for the town. (At the end of this meeting John offered a donation of \$100 from DTI to pay for signs. Mike said he would have to figure out how to legally accept that money.) Jay suggested the signs could simply say, "Vote Yes on 12/3", as the ballot is a simple yes/no question. He also mentioned that he voted already by dropping his mail in ballot at Town Hall but he declined to say how he voted. A brief discussion then ensued about how anyone who had requested a mail-in

ballot had been sent one and they could then vote by mailing it or dropping it inside or outside of Town Hall in designated drop boxes. Mike mentioned that Joe D, had suggested having everyone on the committee contact 10 persons and ask for their support of the project. In other words, word of mouth might be the best approach to promoting the project. Drayton wondered if we had a town dump where everyone would congregate but we do not. Tim noted that Rockport had used their transfer station for promotion of a town project. Suggestions for sign placement included Hendersons, Honeycomb, H-W Library, The Community House, Town Hall, Senior Center, and the shopping plaza. Darcy said she would put one in front of her house on Route 22. Jay noted that entry to the Library and Senior Center was by appointment only. Tim reported that he had approximately 75 copies of Drayton's presentation available. Mike said he would take some of them to distribute around town, although he admitted there not many people walking around these days. Tim offered to come back into town on weekends and help with promotion. Tim also suggested there might be rules against signs and promotion on town property. Mike said that he would check with Joe D. on the issues mentioned above and report back to the committee by email next Tuesday.

MA Architectural Access Board (AAB) Variance Request

John reported that he had sent the latest communication from the MA AAB to the committee while we were talking. He reported that we had been granted the requested relief. Rosemary asked what relief were granted and Mark responded that we are allowed continued use of the stairs from the first floor to the basement, and we can keep the outside doors and construct our new ramp. Rosemary questioned why we're constructing a sidewalk from Bay Road as we were adding cost by installing an unreasonable feature that we had not discussed. Drayton noted that LLB had proposed the feature and Mark commented that we were required to provide sidewalk access from Bay Road. Mike noted that the AAB had strung us along for a while before granting our request. Patrick noted that they made our Boards look good. He went on to say that foot traffic from Bay Road is quite extensive with people just walking around or parking in the yard for church services. He also mentioned our aging population and those using walkers and canes. Rosemary and Patrick both commented on the poor access to Boston City Hall that is an issue due in part to broken bricks. For that reason, we should graciously accept the ruling of the AAB for our very important building.

Pilgrim Hall at Gordon Conwell Fit-Out Plans

Lee asked Mark about the status of the Pilgrim Hall fit-out plans and Mark responded that he had a good design in hand. Mike suggested the need for the committee to review his design as he did not want to spend more money than necessary. He asked Mark to place the drawings in our Drop Box and Mark said he would do so within two hours. Mike wanted to review the plans to ensure we were not going overboard as he thought the building might be demolished after our use. He does not want to use expensive, commercial, plumbing fixtures as we will only be using the building for 12-14 months. Drayton asked if the work needed to be put out for public bid and Tim replied yes, if over a certain dollar value. Mark reported that we need to have one men's and one women's bathrooms (each with two toilets) but that right now the building has only one adult bathroom with the rest all children's bathrooms. Rosemary wondered if the bathrooms could be gender neutral but Mark suggested that code requirements necessitate the bathrooms as described. Tim also suggested using the building "as-is" as much as possible and not incur unnecessary expenses. He and Mark briefly discussed some painting and wall configuration

options such as re-use of the second-floor wall partitions. Rosemary said we need to be responsible by reusing materials as appropriate. Patrick said we should do the minimum to be code compliant and spend the least amount of money. Drayton asked how the space fit-out would be done as LLB has no experience overseeing such a job, and hence wondered what DTI would suggest. He questioned what type of documentation was necessary. John suggested that he, Lee, Mike, Mark, and Tim needed to get together review things as he had never seen the space. John noted that they would need to get three bids. Mike asked if LLB wanted to pass on this effort and Drayton said no as they would be happy to develop the drawings, meet with Town Hall staff, and the building inspector as necessary. John noted that when he worked on the Topsfield Town Hall that the landlord of the temporary office space did the fit-out. He offered that LLB could oversee the effort.

DCAMM Files on Low Bidders for General Contractor

John asked about the status of LLB reviewing the DCAMM files on our three lowest GC bidders. Drayton said he had no response and that he had gone to Joe D. to ask for him make a request for the necessary info as the project owner tends to do better with such requests. Jean-Pierre asked if there would be a review of bids and John said no. John suggested we notify the three lowest GC bidders that we are proceeding to review them with DCAMM and offered to do the notifications. Drayton agreed.

Town Hall Building Committee Status

Mike asked what will happen after the December 3rd vote, especially if the vote is positive. Does the committee close down? Is this a Board of Selectmen (BOS) decision? Drayton thought that the committee would continue as most projects still have a Building Committee participating during construction. Lee and Drayton noted that typically there are weekly construction meetings, which the Town's Facility Mgr/DPW Director usually attends, where change orders are approved by someone on the committee who has authority to approve up to \$10k in costs. Committee members felt Mike was locked in on the project until the ribbon cutting ceremony. Drayton mentioned that there is a monthly meeting of the building committee with the architect to discuss progress and expenditures. Patrick then took the opportunity to read the original charter of the committee developed by the BOS and noted that we have completed our work under the current charter. He asked that Rosemary and Darcy need go back to the BOS and generate a new charter going forward that will reflect the responsibilities of the committee. John noted that the committee needs to meet once a month to approve payments pending and review any changes. He also said there was a need to assign one or two members to attend weekly meetings and suggested Jay and Mike. He thought that we should keep the group intact. He then suggested that we should have a meeting of the committee next Tuesday to review the Pilgrim Hall fit-out plans.

Next Meeting

Mike announced that the next THBC meeting will be a Zoom teleconference on Tuesday, November 24th at 1:00 PM.

Darcy made a motion to adjourn at 2:12 PM that was seconded and voted unanimously by roll call vote 7 - 0.

A True Record,

Jay Butler, Secretary

