

HAMILTON TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

June 7<sup>th</sup>, 2018 @ 5:00p.m.

Members Present: Tim Olson, Mike Twomey, Jean-Pierre Minois, Jay Butler

Members Absent: Allison Jenkins, Jeff Hubbard, Patrick Reffett

Liaison Members: Phillips Stearns, Finance Committee

MEETING OPENED

Tim Olson opened the meeting at approximately 5:05 p.m.

MINUTES

No previous meeting minutes were reviewed at the meeting.

GENERAL DISCUSSION

Jay Butler, new committee member, had some questions regarding the Owner's Project Manager (OPM) fee of \$75,000 and the intention of the committee asking for additional money as the project progress. The committee brought Jay up to speed on the committee's progress with soliciting qualifications for an OPM as well as intentions of requests additional funds after the OPM is on board and project planning has been determined.

Jay Butler informed the committee that in order to utilize Community Preservation Act (CPA) funds the future design and construction needs to be limited to the buildings existing footprint. CPA funds may not be used for building expansion and additions.

Virginia Cookson questioned "Will the OPM company get all the stages of the work?"

Tim Olson explained that the OPM contract will be structured to only contract for the Feasibility Study phase given the current level of funding, but the contract will be structured to increase the OPM scope of work into the additional phases if additional funding is secured.

Virginia Cookson asked if this contract was for a Designer?

Jean-Pierre Minois commented that this is for an Owner's Project Manager based on Massachusetts General Law procurement procedures.

Virginia Cookson mentioned that it would be good to get an OPM with historical background and experience.

Virginia Cookson asked, "Will some of the building be used or vacant?"

Mike Twomey answered that it is too early to tell the overall use for the building.

REQUEST FOR QUALIFICATION DISTRIBUTION AND NEXT STEPS

Tim Olson distributed Qualifications from 4 firms to the building committee and asked for review and individual committee members to come to the next meeting with a potential finalist(s) to request for interview.

Tim Olson introduced the next steps in the process of finding an OPM. There was discussion from the committee related to the MGL process and if there was any way to gain the services of an engineer or architect to provide a feasibility study prior to the hiring of an OPM. Jean Pierre voiced that hiring an OPM at this point is the most advantageous for the Town as this firm will work with the Town to develop an accurate and informative road map to solicit for the desired feasibility study.

ADDITIONAL BUSINESS

Virginia Cookson asked if there was any ideas to demolish Town Hall and if so CPC needs to be aware of this for preservation purposes and funding opportunity.

Mike Twomey mentioned that we are way too early in the process to determine the life of Town Hall.

Jay Butler mentioned to the committee that the Town Hall Building Committee Charter on the website is incorrect and needs to be revised.

NEXT MEETING

The committee has scheduled the next meeting on June 21<sup>st</sup>, 2018 at 5pm in the Town Hall Memorial Room

ADJOURNMENT

Jean-Pierre Minois made a motion to adjourn the meeting. Tim Olson seconded the motion. The Committee voted unanimously to adjourn the meeting at 6:06 p.m.

Prepared by:

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Timothy J. Olson

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Attest

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Date