

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

June 5, 2019

Members Present: Jay Butler, Jean-Pierre Minois, Mike Twomey, Tim Olson, Jeff Hubbard (part-time), Jack Lawrence

Members Absent: Bill Olson, Patrick Reffett

Others Present: Owner Project Manager (OPM), Lee Sollenberger of Design Technique (DTI); and FINCOM Liaison, Phil Stearns.

Mike Twomey opened the meeting at 5:06 PM in the Memorial Room at Town Hall.

Past Meeting Minutes

Jay asked for a motion to approve the 5/15/19 meeting minutes that was seconded and the minutes were approved unanimously. Jay asked for a motion to approve the 5/22/19 All Boards meeting minutes but was informed no one had received them, so that action was tabled.

THBC Renovation Survey Results

Tim reported on some preliminary results from the Town Survey. He had the first 100 responses and was negotiating to get the second 100 as the Town needed to first upgrade its Survey Monkey subscription. He will also soon have some of the hard copy survey results. Preliminary results are as follows:

Question 1 – ok to remove grand staircase – 61 yes and 39 no

Question 2 – ok to add addition – 62 yes and 38 no

Question 3 – ok to build second floor offices - 88 yes and 12 no

Question 4 – removal of stage - 92 yes and 8 no

Question 5 – need for public meeting space for over 80 - 79 yes and 21 no

Question 6 - have meeting rooms available for rent by other organizations - 70 yes and 30 no

As regards the idea of renting out some rooms at Town Hall, Tim indicated there would be a way to close off the rest of the offices.

Not all of the written comments have been looked at yet but Tim mentioned one that suggested relocating the bathrooms in Option A from the back of the second floor meeting room by combining elements of Option A and B. We will ask LLB to address it.

Mike reported on some inputs he has received from Doug Trees. Doug is insisting we make the project less expensive by keeping the grand staircase and the second floor meeting space and stage. He also suggested relocating 30 – 40% of town hall offices to the Patton Estate on a permanent basis. Mike suggested that we need to address his suggestions although he believed the Selectmen and Town Manager would not support them. Mike asked Jeff to query the

Selectmen. Tim supported Mike as a result of his past investigations into relocating the DPW offices. Jeff felt it would be just as expensive to renovate the Patton Estate.

Historical District Commission (HDC) Comments

Jean- Pierre asked if the committee needed to follow the vote of the HDC as regards to town hall renovations. Mike noted that he was told that the HDC will comment on all aspects of the renovations, both the interior and exterior. Ed Howard, Chair of the HDC, noted that the committee can invoke some sort of cease and desist order if the THBC proceeds to ignore their vote on the renovation. Jay noted that Ed's past statements indicated that he and the committee were only concerned with the building exterior. Mike mused about whether or not the HDC was concerned with state, local, or federal standards. ". Lee said that in his experience that the Feds don't tend to get involved. Jean-Pierre wondered whether the HDC opinion was "opinion" or "rule".

Community Preservation Committees (CPC) Activities

Jay explained a recent situation in that Dorr Fox, Coordinator for both the HDC and the CPC, made some inquiries about CPC grants for the Town Hall renovations to the MA Community Preservation Act Coalition Office in Boston, specifically to Executive Director, Stuart Saginor. The short story is that Stuart did not think that using CPC grant money for the building exterior preservation and using town money for interior renovation, including removal of the grand staircase, while legal, was not in the spirit of CPC historic preservation. As a result, Stuart will attend the next Hamilton CPC meeting on Thursday, June 13th at 7:00 PM in the Memorial Room at Town Hall. He will share his thoughts on similar renovation activities with other Town Halls. Jay also mentioned that two members of the HDC are also members of the CPC.

Following a question from Jack Lawrence, Jay proceeded to explain that it is important to realize that potential CPC grant asks from the THBC and the Affordable Housing Trust for the Fall 2019 Town meeting might exceed the CPC reserves and that the CPC would then have to decide between them. Given the discussion to be had with Stuart Saginor, the CPC might be reluctant to approve funding some aspects of the THBC project. As Tim and Jay pointed out, any CPC decision would only affect funding sources but Mike felt the opinion of the members would provide the committee with more voter input as to which Option to choose.

Jay went on to explain the advantages of the Town adopting an increase in the CPC surcharge from 2% to 3%. Given that the November 2018 state match was 19%, had Hamilton been at the 3% level, we would have received an additional amount over \$300K. He also mentioned that part of this extra money that the communities at the 3% surcharge level received came in fixed amounts in two other rounds of CPA Trust Fund distributions. Jay mentioned that while initial forecast of the state match for November 2019 was 11.57%, Senator Bruce Tarr filed a bill to allow surplus budget funds to be used to increase the match. Further, both the State House of Representatives and the Senate voted to increase Registry of Deeds recording fees by \$30 so as to increase the state match in November 2020 to over 40%. Jay will present this info to the Selectmen at their meeting on July 1st with the hope that the new Capital Committee will examine the CPC surcharge situation.

Square Footage Discussion

Mike mentioned that he has been having a discussion with Drayton and Mallory on how best to quantify the building gross square feet. There are evidently several ways of expressing this. Many of the complaints received to date mention the high cost per square foot for the project. Jay noted that part of the problem is with those looking at the total project cost per square foot that includes employee relocation and furniture costs. Mike and Lee suggested that the committee needed to get on the same page on this issue.

Miscellaneous Project Discussions

Mike mentioned some office layout discussions that still need to be resolved with the Board of Health and Assessor's offices. These issues will be addressed by Mallory. Tim wondered about placing solar panels on the back of the building and Jack had some ideas about energy generation while Mike had some ideas about heating cooling equipment. Tim mentioned that that the Town Hall Energy person, Vicki, is looking to get involved in our efforts. Tim also mentioned that he needs to check with Jack Hauck and Donna Brewer about a remark by Jack that there was a public way around town hall that may influence how much say the HDC had in the external work on the building.

Decision on Building Option

Jean-Pierre asked who would make the actual decision on the building option and it mostly unanimous that the Selectmen and Town Manager had that responsibility as the THBC is an advisory committee. After some discussion and recognizing the HDC meets Thursday, June 5th, and the CPC meets Thursday, June 13th, it was agreed that the next THBC meeting at which we would decide our recommendations would be Friday, June 14th at 8:00 AM. Further, we would plan to make our recommendation to the Selectmen at their next regularly scheduled meeting on Monday June 17th. Tim will check with the Town Manager to get us on the agenda.

Action Items Status:

- THBC Committee – Decide on recommended renovation option by the end of May 2019 or early June to allow LLB to complete Schematic Design (SD) Phase followed by Design and Development (DD) Phase prior to a likely October 2019 Town Meeting. – next THBC meeting 6/14/19
- Tim and Joe Domelowicz – Decide as to whether or not to apply for a CPC grant at the October 2019 Town Meeting for funds to support development of Construction Documents and Bid Packages. CPC Eligibility Grant requests are due by July 3, 2019 and the Town Meeting warrant closes 8/1/19.
- Patrick – Develop selection criteria for employee relocation.
- Patrick – Look into Cherry Hill Industrial Park in Beverly as a potential employee relocation.
- Mike/Tim/Jeff/Joe D. – Get an article in the Chronicle. – on hold. Chronicle recently refocused its area coverage to include a large number of local communities, likely reducing its effectiveness in providing local coverage of issues.
- Mallory – Add DPW lockers to Option 8 Lower Level floor layout; look into adding doors to the second floor meeting room on latest Option 8 layout; look at other door

issues on the first floor Option 8 layout including the one for the Town Clerk's office; swap location of Director of Planning office with Human Resources on Option 8 layout; design porticos or canopies that might be located above the door entrees in the rear of the building; resolve Board of Health and Assessor's office layout issues; look at relocating second floor bath rooms in Option A – ongoing and waiting on THBC decision on building renovation option

- Mike – Ask Ed Howard of Historic District Commission for comment on Option A rear door designs.
- THBC – Decide on one of the three options for doors at rear of building in Option A.
- Drayton and Mallory – Provide information and advice to Mike to allow him to initiate request for waiver to remove ADA access ramp on side of building. – a decision must first be made on the rear door options.
- Tim – Decide whether or not both doors in the rear of the building will be open to the public.

New Action Items

- Jeff – Ask Selectmen and Town Manager for their opinions on permanent relocation of some of town hall employees to the Patton Estate.
- Tim – Check with Donna Brewer and Jack Hauck as regards Jack's previous comments about there being a "public way" around Town Hall.
- Tim – Talk with Joe Domelowicz regarding time available at the 6/17/19 Selectmen meeting so that the THBC can recommend their choice of renovation option.
- Mike/Mallory/Drayton/Lee – Come to an agreement on building "gross square footage" for discussion of building renovations and recommend guidelines for public discussion of cost per square foot.
- Tim – Post next THBC meeting for 8:00 AM Friday 6/14/19 in the Memorial Room at Town Hall, and provide speaker phone and telephone number to allow LLB to participate via telephone.

A motion to adjourn was made at 6:40 PM was seconded and voted unanimously. **Next meeting of the THBC will be on Friday, June 14th at 8:00 AM in the Memorial Room at Town Hall.**

Secretary
Jay Butler
Attested 6/6/19