

## TOWN HALL BUILDING COMMITTEE

### NOTES FROM MEETING

August 21, 2019

Members Present: Jay Butler, Mike Twomey, Patrick Reffett, Tim Olson, Jack Lawrence, Jean-Pierre Minois

Members Absent: Jeff Hubbard, Bill Olson

Others Present: Owner Project Manager (OPM), Lee Sollenberger and John Sayre-Scibona (part-time) of Design Technique (DTI); Designer/Architect, Drayton Fair of Lerner, Ladds, Bartels (LLB); Steven Walsh (part-time), COA Executive Board; Victoria Masone (Hamilton Energy Manager); Scott Clements (Historical District Commission Member); and Dorr Fox (Coordinator for the Historical District Commission, Hamilton Development Corp., Affordable Housing Trust, and CPC)

Mike Twomey opened the meeting at 5:03 PM in the Memorial Room at Town Hall.

#### **FINCOM Meeting Attendance**

Mike first mentioned that he was asked to attend the FINCOM meeting later this evening to provide an update on the project. (Jay and Tim were asked as well but for slightly different reasons.) He asked if we were all comfortable with our current direction and the fact that he will only be providing the conceptual cost estimate. No one had any issues.

#### **Building Structural Assessment**

Mike brought up a lingering concern of his in that the structural assessment of the building did not include opening up any holes in walls or ceilings. Both Lee and Drayton felt the structural assessment was fine and enough access had been gained to allow the assessment. Mike had heard the structural engineer was prevented from making holes but no one else had heard such. Drayton offered to have the structural engineer return if the committee so requested. They did not.

#### **Lower Level Moisture Issues**

Mike raised the question of the adequacy of the plans for addressing moisture issues in the basement including the assessment of the condition of the sump pumps including alarm systems.

#### **Energy Management Issues**

Jack starting asking about the insulation in the walls of Town Hall, specifically if an effort had been made to determine what is currently ~~therein the walls~~. There was some speculation on what might be found but the conversation was deferred until the walls were opened up.

Mike raised an issue with the windows in Town Hall as to how much of an insulation R value they offered. ~~And-Hhe~~ wondered how much insulation the storm windows provided. He also noted that the windows had been replaced in the recent past and were not even considered for replacement as part of the current renovation. Drayton offered that they had been replaced multiple times over the years and most recently during an energy audit done by Johnson Controls in 2011 as mentioned in the report prided by Victoria Masone. John offered that the cost of replacing the windows with their 12 over 12 pane design would be huge. Mike wanted to ensure we documented this energy audit. Victoria then gave a short summary of the audit. John then offered that there might be some incentive money available from National Grid for insulation. Mike thought we should have a line item in the budget for energy savings. Mike asked about any government incentives and Victoria offered some comments. Since Hamilton is a Green Community, there might be some funding available with eligibility in 2021. Most of the funding would be for the building envelope, e.g., insulation, storm windows, etc., with all ideas supported by energy saving calculations. Other areas that might be covered could include building controls, high efficiency water heaters, HVAC, and lighting. Mike noted that there were several different HVAC systems available and asked Drayton for detailed info on what LLB was recommending so both he and Victoria could review. Drayton said he would get right on it. Mike also mentioned that there might be a prohibition against AC units hanging on the walls but Drayton noted that he had not been told that.

Regarding government incentives in general, John mentioned that Topsfield Town Hall received a \$75K grant for an elevator. Patrick mentioned that one had to be in the correct phase of the project to ask and that a politician's help would help in securing it. Victoria asked about grants from the Mass Historical Commission but Dorr Fox noted that the timing had to be correct and one would have to accept an historic preservation deed restriction.

Going back to energy management issues, Mike noted that the committee needs to reach out to John Rodenhizer to get his ideas on energy management for the building. Patrick suggested we invite him to a meeting of the committee and John suggested there should first be a smaller meeting amongst John R., Tim, Lee, Victoria, Patrick, and Mike beforehand. (Secretary's Note: Subsequent to this meeting, Patrick set up a working group meeting with John Rodenhizer for Thursday, August, 29, 2019, 10:30 AM to Noon, in the Memorial Room at Town Hall.)

Drayton presented some info on insulation of historic buildings and specifically on our Town Hall. He has found no mention of insulation of any kind in past renovations of Town Hall and noted that historic preservation guidelines recommend doing nothing for a building as old as Town Hall as in providing insulation, it will not allow the building to breathe. Drayton said that we should not use foam but blown in cellulose would be all right as would doing nothing. He ~~continued by-mentioning~~ multiple types of insulation that could be considered that could be provided via either outside or interior penetration for installation. However, at the 8/7/19 meeting Drayton and Mallory had recommended the cellulose insulation. Mike commented that the committee needed his expert recommendation to defend against critics.

Jack reverted back to the window discussion by asking about an evaluation of the storm windows for insulation. Mike noted that the conceptual cost estimate showed some money for windows

but he was not sure what it was for. Was this for new storm windows? Victoria noted that there are probably better storm windows available today than there were in 2011. Tim suggested looking at the new storm windows recently installed at the Patton Estate. Drayton said he would look into storm windows.

**OPM Report on Potential for Relocation of Verizon Telephone Exchange in Lower Level**  
Lee has found a contact at Verizon to discuss the telephone exchange in the Lower Level. He had much difficulty as none of the telephone numbers of record on the unit were valid. His identified contact will set up a meeting at Town Hall with Lee and Tim.

Jack brought up the issue with the potential cell tower in the DPW yard and indicated that discussion continues regarding alternate sites. He wondered if a site could be installed in the cupola for planned 5G cellular coverage. Lee said he would bring up the issue but wondered if the person he would be talking with might only be assigned to land line installations.

### **Option A Layout Status**

Since the projection system in the Memorial Room was down, Drayton gave a verbal report on the Option A layout status. A review of required toilets resulted in the fact that LLB had one too many sets of toilets in the building. One set of toilets in the Lower Level could be removed assuming that the toilets with showers for the DPW could also be used by others in the building. Tim agreed even though he felt it might get ugly.

The interior door on the first floor has been successfully moved. The proscenium arch can be saved, although maybe not in the same place. The second floor toilets have been relocated away from the meeting room. The arches over the second floor windows can now be seen. All hard ceilings in the building will be retained. As regards the exterior of the building, he asked if PVC could be used in certain areas that will most likely rot out once again, e.g., corner boards, skirt boards. Mike indicated that the current direction is to use wood.

Mike asked if the roof was failing. Drayton and Tim both said it was not but there was evidence of water damage. Drayton has looked at the roof and has recommended ice and water shields, and asphalt shingles. He suggested that he could add effective foam insulation by raising the roof slightly and he felt it would not be seen. He noted the Bolton Library did this. Mike disagreed with the fact it wouldn't be seen.

Drayton mentioned that he had made a decision to keep the old vault in the Lower Level that supports the current vault in the Town Clerk's office. He does not feel the need for this expense.

Mike has not yet got an agreement on the office layouts for the Assessor and Board of Health (BOH).

### **HDC Comments on Option A Layout**

At the invitation of Tim Olson, Scott Clements of the Historical District Commission (HDC) addressed the committee on the HDC's concerns over the Option A layout, specifically over the

removal of the grand staircase, but also the second floor trim and the preservation of the proscenium arch.

Mike started out by explaining the restrictions that have been placed on the effort, e.g., no basement offices; update all electrical, plumbing, HVAC, fire protection, and ADA provisions to code; and keep everyone within the building. He also mentioned the upcoming new quote on Option B, the minor impact on the tax rate between the two options, and the fact that the THBC is sensitive to the concerns of the HDC, even though the HDC only has formal jurisdiction over the exterior of the building. Scott concurred on this last point. Mike also noted that the THBC had originally voted for Option B but was redirected by the Board of Selectmen. Scott hoped to be able to change the design enough to meet the Selectmen's concerns over the more expensive Option B. Jack noted the grand staircase doesn't meet current codes and likely would not be used. Scott felt that it was not too late to save the stairs and that given his experience in these matters he might be able to make some suggestions on the layout. He asked for copies of the current layout and all past layouts that had been considered. Tim agreed to provide them. Drayton noted that the committee has already spent much time considering numerous layouts and their iterations. Jean-Pierre suggested Scott come back to the committee with specific recommendations and associated details for alternate layouts. Scott felt that he and the architect could work together and come up with a creative solution. Tim mentioned that we will receive a better estimate on Option B by September 1<sup>st</sup>. Drayton expressed concern over working with Scott and the potential impact on schedule. Mike indicated that the committee needs the HDC on their side. Tim said that since the Town Manager controls the contract with LLB, that Scott will need to put a request in writing to have access to them after reviewing the layout information. Scott agreed.

### **Community Preservation Grant Request for Fall 2019 Town Meeting**

Jay announced that the CPC approved a grant of \$250K as a portion of the \$607,767 needed to develop bid and construction documents, conduct the bidding process, and have money to lease space for temporary relocation of Town Hall employees during construction. There will need to be a companion DPW capital ask for the balance of funds needed. Victoria asked what the requested dollars would cover and it was explained satisfactorily to her.

### **Temporary Relocation of Town Employees**

Patrick reported that he was developing a document for lease of the Pilgrim Hall dormitory from Gordon Conwell. The lease will cover a multitude of issues, e.g., parking, office hours, outfitting, utilities, cleaning, etc. He was also exploring the availability of the extensive meeting space on their campus for board and committee meetings, as well as Town Meeting. Tim asked if DTI would assist with the outfitting and Lee responded that they would. Patrick also mentioned that the \$200K budgeted for lease payments might not be necessary, but that we would need the budgeted money for fit-out and moving costs.

### **Conduct of Committee Meetings**

Mike mentioned the need to develop the agendas for future meeting as part of the current meeting and then asked for inputs. Mike also mentioned that we have not been able to complete

all necessary business with our current 2 hour meeting format and suggested longer meetings, more frequent meetings, or meetings during the work day. A discussion then ensued amongst the committee with all consulting their personal schedules as to what might be best. The result was a decision to hold the next meeting on Wednesday, September 11, 2019 from 3:00 PM to 7:00 PM in the Memorial Room at Town Hall. Mike jotted down some agenda items that he will provide to Patrick.

### **Meeting Minutes**

Mike asked Jay to solicit approval of the August 7, 2019 meeting minutes. Jay mentioned receiving comments from Patrick, Jack, and Drayton that were accepted. The minutes were approved unanimously.

### **Action Items Status:**

- 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 entry options.
- Mike/Mallory/Drayton/Lee – Come to an agreement on building “gross square footage” for discussion and recommend guidelines for public discussion. This will be handled by consolidation of current cost estimates.
- Mallory – Provide size comparison of Memorial Room vs. second floor meeting room. 822 square feet vs. 1186 square feet.
- Mike – work with Board of Health agent on office layout
- Mallory - re-look at the number of parking spaces required by the second floor meeting room size and after consideration of previously unidentified easement to the adjacent property and the potential need for DPW to have more space
- Tim – consider a small hole in an exterior wall to check to see if there is any insulation
- Tim – consider pulling up carpet in the first floor to investigate the substrate underneath
- Tim – consider a hole in one of the solid ceilings to investigate the substrate underneath
- Tim – consider investigation of the condition of the sump pumps – will be handled via a water/moisture investigation into basement issues
- Drayton and Mallory – estimate cost of removing lower level slab, adding vapor barrier, and pouring a new slab – will be addressed via a water/moisture investigation into basement issues
- Lee – work with Verizon to relocate telephone switching system in basement

**Mike set the next THBC meeting for Wednesday, September 11, 2019 from 3:00 - 7:00 PM in the Memorial Room at Town Hall.**

Meeting was adjourned at 6:56 PM.

Secretary

Jay Butler

Attested 8/22/19