

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

February 5, 2020

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

Members Absent: Bill Olson, Jeff Hubbard

Others Present: Owner Project Manager (OPM) - Lee Sollenberger of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair, and Mark Ritz; Scott Clements, Hamilton Historic District Commission (HHDC) member; Town Hall Abutter @ 569 Bay Road, Steve Astulfi; MEP (Mechanical, Electrical, Plumbing) Consultant, Krista Iacobucci, Building Engineering Resources (BER)

Mike Twomey opened the meeting at 9:32 AM in the Memorial Room at Town Hall.

Past Meeting Minutes Approval

After acknowledging comments received from Jack (and earlier from Drayton), **Jay made a motion to approve the 1/22/20 meeting minutes that were then approved unanimously, 6-0.**

Project Schedule

Mike asked if there were any changes to the Project Schedule previously received and Drayton said there were none. Jay noted that there were several items that might need to be added: relocation of Town Hall employees; signing of the lease for space at Gordon Conwell; and maybe the relocation of the DPW gas tank. Tim suggested the gas tank move was a separate issue not part of the project and that it will happen at the appropriate time. Drayton and Lee agreed that the other two items should be added to the project schedule. Drayton asked if the proposed lease would be month-to-month or for a fixed period of time. Patrick commented on the Gordon Conwell lease that it would cover the time period needed and that it needs to be developed in some detail even though it will likely be at no cost as part of a PILOT (payment in lieu of taxes) agreement. It seems that a previous \$100K per year PILOT agreement has not been consummated for a few years. The lease will require an RFP and will need to be approved at Town Meeting in the Fall. Patrick also offered that the building under consideration is now a daycare which will need to be relocated and that the building will need some refurbishment prior to move-in. And on a sad note, the number two person at Gordon Conwell who had been in discussions with Patrick on the matter very recently lost his wife. Jack asked if the cell tower discussions that propose moving the tower from the DPW yard to Gordon Conwell need to be a part of the lease discussions, but Tim said no. Mike asked about the Paperless Initiative for Town Hall and Tim indicated that he needed to talk with Joe D. about it as nothing has been started yet. As result of the above discussion, Drayton will add the employee relocation and lease to the project schedule.

Community Preservation Committee (CPC) Support

Jay reported that the CPC will meet on February 13th to discuss and hopefully approve a \$2M grant request to support construction costs of the project with two contingencies: the first contingency is that the balance of the construction cost be approved by voters at the ballot box (the projected cost for construction will necessitate an override) when presented for a vote; and second that construction start within a two year period. Mike asked if the background discussions he is hearing about a 3% CPC surcharge vs. the current 2% CPC surcharge were related in any way to this discussion. While Jack noted the potential increase of available dollars to the Town for projects such the current one with an increase in the surcharge, Jay countered with the fact that no such effort is underway at the moment. Jay indicated that he was hoping that the Capital Committee or FINCOM could identify a CPC eligible project so that an effort to increase the surcharge would be supported by an identified need. While Jack suggested the current project, Jay noted that the CPC was proposing \$2M in support and that it was not clear that Town Meeting would support that grant request. Jay also briefly explained the process required to effect an increase in the surcharge.

Hamilton Historic District Commission (HHDC) Concerns on Gutters and Downspouts

Scott Clements had some questions about the look and location of the gutters and downspouts considering that the roof of the building was being raised 5 inches to accommodate some insulation. Scott felt we needed to look at the proportions of the cornice and the visual effects. Drayton noted that he didn't feel there would be anything noticeable and that he was attempting to mimic the original gutter design as best he could determine it. Scott noted that this was only a small design detail and that his concerns beyond the visuals was that we use historical appropriate gutters. He asked Drayton if he would provide some options to consider, and Drayton agreed. Scott also mentioned a new Historic Design Guidelines document being developed for the HHDC by an outside consultant. Mike asked if Scott could provide a copy to Drayton. Scott noted that document is only in draft form and not yet published but that he would discuss with HHDC Chair, Ed Howard, and see if a copy could be provided to Drayton.

Parking and Site Issues

Drayton and Mark showed two new options for the site layout, particularly the parking situation. Mark reported that based on the current interior layout that we need 52 spaces to meet code requirements. Option 1 results in 56 parking spaces and keeps the current two gate system of entry and exit into the DPW yard. This option also minimized the size of some of the traffic islands but one of them at the left rear corner of the building may still need modification. Mike noted that the location shown for the emergency generator will need to be changed as it sits too near the abutter's house. Both this design Option 1 and Option 2 allow for a circular turn-around area for trailer trucks around the proposed cell tower. Option 2 allows for 60 parking spaces vs. the required 52 and results in a single entry and exit gate into the DPW yard. Tim and others liked Option 2 as it made it easier and safer for large trucks to enter and exit on the right side of the building and therefore a cleaner traffic flow. This design also allowed for cars to move around the rear of the building as they now do, and the two-way traffic would only be for trucks. Tim noted the need for proper signage. Scott noted that we would probably lose two or three

trees due to the widening of the drive on the right side of the building. The abutter, Steve, asked for separation and a buffer from the driveway and the emergency generator. Scott, Jack and others proposed planting some trees, preferably evergreens along this driveway. Jean-Pierre asked why Option 2 vs. Option 1 and was told that separation of trucks from other traffic and making it easier for trucks. **Jack made a motion to accept Option 2 which was seconded and voted unanimously 6-0.**

Drayton mentioned that we need to decide the location of a transformer or emergency generator. While noting the current proposed location at the right rear of the building next to the fence to the abutter, he suggested that the generator would only be operated during a power outage or once per week for 15 minutes for maintenance at a time that could be scheduled, e.g., 10:00 AM on Saturday mornings. He further suggested that the generator could be covered in acoustic tiles to mitigate any noise. Steve asked why the generator was located as shown as was told because it is next to the power pole service line to the building. Jack suggested that any wires be trenched and that a suggested relocation by Drayton to the corner of the DPW fence would require even more expensive trenching. Jack also suggested removing the pole and trenching power lines from the street. Mike noted that the plan should be to get noise below 50 dB from the generator and that an analysis needs to be done. Steve asked if the generator could be located closer to the building but Mike thought not due to the need to locate the condensers. Steve and Jack both asked about a fuel supply for the generator and Mike and Tim suggested diesel and Mike explained that the fuel tank would be a “belly tank” that would be integrated or incorporated into the generator setup. Drayton agreed to look at a redesign of the location of the generator, transformer, and condensers.

MEP (Mechanical Electrical Plumbing) Discussion

Drayton introduced Krista Iacobucci, a Mechanical Engineer from Building Engineering Resources (BER), MEP consultant to LLB. Krista mentioned that the proposed variable refrigerant closed air conditioning system would allow for a minimum amount of hardware in the ceilings and would provide a good way of preserving historic building features. Drayton first mentioned previous committee concerns over basement height and preservation of hallway aesthetics. Krista then went over her presentation which was a preliminary design of the heating and cooling system for the building. She started in the basement where she proposed two units to handle the basement needs, although she noted perhaps a separate system for the proposed conference room. She noted she was proposing Mitsubishi units which were rated acoustically at 63 dB at full heating load. She pointed out that these new Mitsubishi units were smaller and quieter than the older units such as the one located in the Memorial Room. Mike was quite concerned over the noise from the units, especially in small offices. Drayton noted that he had used these units at Foxboro Town Hall with no complaints. Krista noted that the current noise level in our meeting room was 60 – 63 dB. She also suggested a road trip to the Mitsubishi factory that was located nearby. Thinking about the condensers located near the entry way, outside the building, Steve asked how far they would be from his house. Tim estimated the building was 50 feet to the property line. Mike also noted that more trees or acoustic reduction material could be deployed if necessary. Mike mentioned that he thought we should move the condensers away from the entry way.

Krista talked about the first floor design and acknowledged the need to refrain from running duct work in the hallway. She also pointed out the plan to allocate individual A/C units as needed with some units shared between offices. Tim asked if the units could be shared only amongst offices in the same department so as to reduce complaints coming to him rather than department managers. Referring back to the basement plan, Tim asked if the basement could be opened up by having only chain link fencing separating the individual department storage areas. Drayton said they could do that. Krista noted that the basement likely needed lower moisture levels and asked if 50% RH was acceptable. Krista asked about how many thermostats would be needed and could two adjacent offices share one. Tim noted that he had a concern over two different size offices on the same zone and Mike had a different concern over two adjacent offices or a single large one which were located at the corner of the building and thus have two different sun load exposures. He was concerned over the ability to keep the temperature with the recommend range around 69 degrees. Krista said she was well aware of that design concern and that she was able to control the temperature within a zone +/- 1.5 degrees. Mike asked if Krista was planning any electric baseboard heating and she indicated that she was looking at that option.

Drayton described the second floor office configurations and the fact that the A/C units could be placed above the offices, even though he did not want to imply that anyone could walk up there. Jack suggested signage.

Jack asked if we were going to use some IR photography to look at heat leaks from the building and remembered that someone had promoted that idea. Patrick indicated that John Rodenheiser had proposed the idea but he no longer attended the meetings. Lee agreed to look into how that might be done. Mike also noted we will need an energy audit.

Mike asked what type of air flow units were being considered and Krista mentioned several, e.g., Renewaire Energy Recovery Ventilators (ERV's), but noted the info provided was preliminary at this time as she wanted to walk around Town Hall and look at some design issues to continue her design. The units she was considering had reheating features included.

Mike brought up the discussion on the control system and wondered if there was a need to have an integrated system that would control security, lights, fire protection, etc. Krista wondered how much data needed to be collected by the system. Tim noted that he wanted to bring in his facility guy, Brian Shaw, for those types of discussions and likely his Energy Manager Vicky Masone as well. Tim mentioned that we currently have three buildings using Johnson Controls. Drayton and Krista noted that it was rare to have a completely integrated system as they were very expensive, although Krista has seen lighting integrated with A/C. Mike wanted to understand the cost of such an integrated system in case someone asked if we had considered it. Drayton asked if we used National Grid to which we might apply for an electricity program and Tim acknowledged we did.

Jay asked about the basement height concerns and Krista said it was TBD. Mark reported that the dropped ceiling height in the basement was 88 inches, the hard ceiling above was 104 inches, and the height to the bottom of the beams was 96 inches.

Mike asked about a schedule for detailed completion of the A/C design, and Drayton countered that he needed to consider the budget in that endeavor.

Mike mentioned other MEP issues and said there were no electrical issues, fire protection issues involved how to make it fit, especially with the second floor domed ceiling and the sprinkler lines. Krista assured him that BER had managed to address domed ceilings in the past without making them look unattractive. Lee asked about the water pressure coming into the building and Drayton said he needed a new flow test. Tim said the DPW could and would do it and indicated he anticipated no problems.

First Floor, Wood Floor Conditions

Tim made an attempt to look at the underlying wood floor on the first floor and found that there were several layers consisting of the rug, linoleum and the subfloor. He was not able to assess the condition of the original wood floor and suggested he will need to cut a larger hole in the carpet and linoleum, perhaps behind a door where it will not be noticed. Drayton cautioned that the linoleum may have been used to correct some abnormalities in the smoothness of the floor. Lee said that Topsfield Town Hall had kept their wood floors but they had issues with spaces between the boards. Jean-Pierre asked what we were doing and that he liked carpeting as did Lee, but Jean-Pierre acknowledged we voted for wood floors at the last meeting. Drayton noted that the carpeting in the Memorial Room seemed less than 10 years old and wondered about the history of how the floors were treated. Jack agreed to contact Mimi Fanning for information and Tim said he would look into it as well.

Miscellaneous Last Minute Comments

Jay mentioned that there will be a need for a presentation at Town Meeting and the timing for such needs to be coordinated with the Town Manager. Mike said he will do that as he will make the presentation at Town Meeting.

Jack asked if adding insulation to the roof will increase the overhang. Drayton said no.

Next Meeting

Jean-Pierre asked about the rationale for deciding when best to have the next meeting. Drayton suggested 3 – 4 weeks as the most practical. Tim, Patrick, and Mike all coordinated and the next meeting will be held on Wed., February 26, 2020 at 4:30 PM in the Council on Aging Building.

Mike asked for a motion to adjourn which was made, seconded, and voted unanimously at 11:51 AM.

A True Record
Jay Butler, Secretary