

TOWN HALL BUILDING COMMITTEE

MINUTES OF MEETING

August 13, 2020

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

Members Absent: Jack Lawrence

Others Present: Owner Project Manager (OPM) - John Sayre-Scibona and Lee Sollenberger of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair and Mark Ritz; Pat Shannon, Assistant to the Town Manager; and Steve Astulfi, abutter.

Mike Twomey opened the Zoom audio/video teleconference at 1:00 PM.

Project Budget/Draft Schedule

John presented the latest (8/12/20) Total Project Budget for the 75% Construction Document Phase that was unfortunately not distributed to the entire committee. There was some confusion over whether the document was meant to be sent out to all vs. just a preliminary informal document sent for comment prior to the meeting. Drayton suggested a committee liaison to be appointed to handle distribution. John noted that he did not want to miss anyone on the committee thus sending it only to a small group including Tim, Patrick, and Mike. Patrick asked that in the future that a note be inserted in the email distribution letting those receiving any documents that they should be sent out to the entire committee.

John briefly reviewed some of the high points noting the addition of a \$8k per month or \$112k for a COVID 19 contingency over 14 months of construction. Based on his anecdotal information on how some contractors were currently operating, the range for COVID 19 issues was \$4k to \$8k per month. He noted that the construction start was moved to February 1, 2021, and thus the appropriate escalation costs of \$41,884 are included. He also added \$15k for fitout design costs of Pilgrim Hall and \$8k for a Commissioning Agent. The remaining Total Project Cost is now estimated at \$7,827,952, after subtracting the funds already spent or approved of \$1,117,787. Mike questioned the 10% Project Contingency cost and John insisted it was needed. Mark noted that the Design and Pricing Contingency was only 2%.

A discussion ensued about the new Draft Project Schedule dated August 13, 2020 that had not yet been distributed as it was less than an hour old according to Lee. The new schedule now includes the schedule for the Pilgrim Hall lease preparation, design of the Pilgrim Hall layout and the fitout. The draft schedule also shows Town Meeting on November 14, 2020 and the Town vote on the project at the polls in the January 2021 timeframe, requiring the Construction Start to be moved out to February 2021. Construction would star around February 22, 2021 to April 22, 2022. Drayton asked when the vote at the polls on the Project would occur after Town

Meeting. Darcy and Rosemary said that the Town By-Law required the vote to occur within 5 days of Town Meeting whereas Tim said that in a conference with Town Manager, Joe D., earlier in the day, that Joe had said that the vote would need to happen within 90 days. Tim said that he was told by Town Counsel that the contract award would need to occur within 30 days of receipt of bids. John and Drayton were surprised at that comment, thinking the requirement was 90 days. Tim suggested we may need to move the bid requests nearer Town Meeting. **John agreed to check on this 30 day vs. 90 day requirement, and he also suggested moving out the bid dates.** Mike opposed moving out the bid dates. **Tim agreed to work with Mike to determine the dates required and make recommended adjustments to the schedule.** Rosemary joined the conversation saying that she had just talked with Joe D. and that the 5-day voting requirement was for the Town Election only. The vote on the project is required to happen within 90 days but Joe suggested the vote happen in early December. Jay mentioned that's setting up a separate vote might be problematic with COVID 19 concerns and the requirement to allow mail-in ballots. Drayton offered that he had just texted a contact at the MA State Attorney General's office and learned that the planned voting date can be specified beforehand in the bid documents. Tim and Drayton did not think it was fair to the contractors to have them bid so far in advance and then having to wait until the project was approved. Mike said that the contractors were experienced in dealing with issues such as this and that they were "big boys" about such things. Lee noted that the contractor might know that they were low bidder on the project yet not know for many months if they actually will get the job. Tim concurred with this observation. John once again suggested moving the bid dates closer to Town Meeting. Mike suggested getting the bidding done ASAP and then get started on a marketing campaign to the voters with solid cost numbers in hand.

Drayton suggested discussing bid alternates. He felt that we had two – the storm windows and the acoustic treatment for the second-floor ceiling. Mike disputed both saying that the windows were in good condition and thus storm windows were not necessary, and that the THBC already approved the acoustic coating. Drayton went on to say that it was the usual procedure to add or deduct alternates and then suggested there might be a case for considering the potential addition of parking in the DPW yard as an alternate.

Mike went on to say once again that the cost of the project was a serious issue for the Town and with hard numbers in hand the THBC can spread the info to the voters along with the reasons for the project, e.g., ADA accessibility, code compliance, necessary repairs, etc. He felt we needed public interest in the project. Tim noted that after Town Meeting that he and Patrick could not participate in any marketing efforts for the project as they are town employees. He went on to say that we need a strong PR campaign and that hosting the bidding too early might be an issue. Tim felt we should start the project promotion now. Drayton offered that the Total Project Budget estimate for Option B of \$9.3M was announced at the Fall 2019 Town Meeting and that the latest budget estimate is lower by approximately \$350k, so do they need to wait for contractor bids? He felt we should start the project promotion now. Mike objected saying he wouldn't touch the idea with a six-foot pole based on the experiences that Wenham went through when they were working on their Town Hall project. Wenham started with a 100% CD cost estimate and the project was killed before finally getting an approval two years later. John

suggested that Tim, Mike, Patrick, Joe D., and the Town Clerk look at the extra ballot concerns and come back to the next meeting with a schedule.

PM&C Construction Cost Estimate at 75% Construction Document Phase, August 7, 2020

Mark reviewed several aspects of the latest 75% CD Phase Cost Estimate. He was concerned over the ability to install the vault and thus substituted a modular vault to ease installation issues. He said that no window treatments were included in the estimate but the added cost of copper downspouts was now included. He also mentioned an issue with metal vs. wood stairs. Mark also admitted that the acoustic ceiling treatment for the second-floor ceiling, estimated at \$36,500, was not yet included. Mike felt that the \$150k cost for the 150 kW emergency generator was not enough to cover the cost of an acoustic cover. Drayton, however, insisted that he had asked the cost estimator on two separate occasions if the cost included the acoustic cover and was told it did. Mike objected saying that in his experience most commonly supplied covers do not work well in residential environments. Drayton asked Mike if he could name a supplier or suggest a cost that might be inserted as a place holder in the estimate, but Mike said that he would have to look into it and will talk to the cost estimator directly. Mike also asked about a duplex, ground water sump pump for the basement. The current pump has failed in the past and a new one is needed with an appropriate alarm system. This pump would be similar in design to a waste water sewage ejector, however, it would be used for ground water. Mark agreed to look into one. (Secretary's Note: Post meeting it was suggested to place this item on the RFI log for follow-up and resolution.) Jean-Pierre asked if the latest cost estimate was done in the same manner as the DD cost estimate in terms of details considered. Mark said the latest estimate included more design details. Mike asked Mark if we could scan the cost estimate and look for any lump sums or square foot costs. Mark did so while all watched and there were some instances with fire extinguisher cabinets and toilet accessories, but no major ones were indicated. Jay asked about the window treatment details that were left off the estimate. Drayton responded that the normal treatment offered was roll up screens and in special cases, blackout screens. However, he did not see the need anywhere for blackout screens. If drapes were required, these would be part of a separate finish specification so as to coordinate with carpeting etc. John said that he would add the cost of the roller screens (\$16k) in the Project Budget. For final clarification, Jay asked Mark if the following were included in the estimate: copper downspouts – yes; basement fencing – no; stage double door – yes; basement double door – no; removal of carpet from basement meeting room – no; sump pump in basement – no. (Secretary's Note: These items will be placed on the RFI Log.) Finally, Jay asked Mark if the two LLB documents that had been uploaded by him to the Dropbox three times over the last two weeks, i.e., "Procurement and Contracting Requirements" and "Hamilton Town Hall, Renovation, Addition, and Preservation Project, Estimate Set", both dated 17 July 2020, were all the same documents. Mark said that they were all the same revision.

THBC RFI Items

Lee reviewed the five highlighted items on the RFI sheet that was sent out. Removal of Jail Cell door? We must keep it. Commissioning Costs? Now included in the latest estimate. Lightning Protection? Mike said that he would determine who should contact the insurance underwriter. Appearance of second-floor ceiling collar ties? LLB will develop an illustration for next

meeting. Angle of DPW fence line impeding truck backup out of the garage? Tim reported that he conducted a mock trial and that depending on the driver, the trucks will need 35 – 40 feet of straight fencing. Drayton asked Patrick if there would be a need to go back to the Planning Board and ZBA for such a change. Patrick said he would check but he didn't think it would be an issue as more landscaping would be added.

Next Meeting

Mike suggested that the next meeting be held on Thursday, August 20, 2020 at 1:00 PM by Zoom.

Darcy made a motion to adjourn that was seconded and voted by roll call unanimously at 2:10 PM.

A True Record,

Jay Butler, Secretary