

# TOWN HALL BUILDING COMMITTEE

## MINUTES OF MEETING

August 20, 2020

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

Members Absent: None

Others Present: Owner Project Manager (OPM) - John Sayre-Scibona (part-time) and Lee Sollenberger of Design Technique (DTI); Designer/Architect - Lerner, Ladds, Bartels (LLB), Drayton Fair and Mark Ritz; PM&C Cost Estimators, Denise Kelly (part-time) and Peter Bradley (part-time); and Steve Astulfi (part-time), abutter

Mike Twomey opened the Zoom audio/video teleconference at 1:03 PM.

### **75% Construction Documents (CD) PM&C Cost Estimate, Revision 2 dated 8/19/20**

Mike began by asking Denise if she did the estimate – she did, and then he asked her to talk through the estimate as to what had changed. Denise demurred, and then John mentioned that the window treatments, i.e., the roller shades are now in the estimates at \$15k. The acoustic shroud for the emergency generator is TBD. Mark mentioned that he had specified \$150k for a Cummings 250 kW diesel generator with a Pritchard Brown Level 2 acoustic enclosure that offered 20 dB of sound attenuation. Mike felt that 20dB was similar to throwing deck chairs off the Titanic. He felt that LLB or one of their support engineers needed to determine the proper amount of sound attenuation necessary to achieve a tolerable noise level. Drayton once again asked Mike how much dB attenuation did he want and could he offer a solution or manufacturer that they could investigate. Mike could not but he agreed to look into it. Drayton went on to note that the generator would only run for a few, programmable minutes once per week for maintenance and in an emergency when it would run continuously, other generators would likely be running nearby as well. Rosemary asked where the generator was located – adjacent to Steve Astulfi’s property, and Darcy asked if there were an OSHA spec that might help – Drayton was not aware of one. John supported the comment that it would run only once a week. Mike asked Mark how he decided on the 250 kW size and asked what it would support. Mark said that it would run everything in the building, including heating and air conditioning. Mike also asked where the transfer switch was located – Mark said it was in the basement next to the electrical panel.

Mike asked about the duplex sump pumps that were thought missing from the last cost estimate version – it is now included with one for ground water and one for waste water. Mark said the sump pump for the elevator was also included. Denise noted that all items raised in our last meeting were now included in the estimate.

Lee noted the recent request for an automated sliding gate into the DPW yard, requested by Tim, so this will be added. Lee also asked about the need for lightning protection, and Mike estimated the cost at \$10k - \$15k. Denise looked into earlier estimates and suggested it might cost \$13k. It was agreed to add this to the estimate, pending checking with the Town's Insurance Underwriter.

Rosemary revisited the roller shades at \$15k, suggesting that we might save some money by keeping some of the current systems. Drayton said he could look at it but he noted that such things tend to get dirty or lost, and suggested that the cost savings was a very small portion of the total cost. Patrick interjected that the roller shade in his office was in very good shape. Tim suggested we could look more carefully at the existing shades and see if we could just match new ones to them. Drayton suggested taking the cost of the shades out of the construction budget and placing them in the furnishings budget, and this was generally agreed.

Steve Bradley asked if the Town Hall had lightning protection now, but no one seemed to know. Rosemary asked if the cupola had been hit in the past and Mike noted the historian had referred to it happening. She asked if the cell tower might provide protection and Drayton thought it might due to its height and being the highest nearby metallic structure.

Mike asked about the cupola railings as to whether or not they were PVC or wood – Mark said PVC as they were high enough up so as not to be seen from ground level. Mark said the HHDC was alright with the idea and that the cupola itself was fiberglass. Denise confirmed by looking at the estimate.

Mike asked about the need for an independent structural assessment after the initial demolition, and hence money in the budget to conduct the assessment. Drayton admitted that after demolition there could be surprises and that he could add a contingency but he noted that his structural engineer would perform an assessment at no cost.

Mike asked about the staircase repair costs and wanted to know if it was for the grand staircase – Denise said it was - \$15k for finishes and \$20k for restoration.

Mike asked about the 5 and ½ inch insulation for the roof. Denise noted that the insulation was 6 inch solid insulation.

Mike asked about the cost item to scrape, prime, and paint the cupola. Denise said that the costs were taken out of the estimate as the cupola will be new.

Mike asked about the sprinkler system for the ballroom as to whether the sprinkler heads were located by a grid system vs. using the side walls. – it will be a grid system. He asked if they carried anything other than a cross grid – no. Drayton said they were using an attic system with concealed heads. He went on to say that with the roof insulation design that one typically used a wet system but a belt and suspenders approach would employ a dry system as well. Mike agreed saying a wet system while being cheaper would create a huge mess if there were ever a leak in the large meeting room. He suggested talking with a fire engineer to see what they thought but suggested we keep both systems. Drayton said that a wet system would be \$15k to \$20k less but the safety factor with a dry system was more important.

Mike asked whether or not all of the casework was in the owner's budget. Denise offered that some of the casework, the movable items, were in the owner's budget while the fixed casework was in the construction budget.

Mike asked about the sump pump with alarm cost of \$5k. Mark noted that there were two duplex pumps – one for waste water and one for ground water. Mike questioned the cost shown as potentially too low but Peter explained the electrical costs were shown separately. Mike did note that we needed to add the elevator sump pump that was not shown.

Mike asked about the proposed electric water heater, especially since we are going from gas to electric and thus the energy savings were doubled by using electricity. Mike asked Tim how many showers were taken each day and he answered that it would only be on occasions when needed. Mike then agreed the 50 gallon system would be adequate. Denise asked if we could locate a dedicated solar panel either outside or on the roof of the DPW garage to supply power so as to pay for the increased energy costs. No one grasped at her idea.

Mike noted that there are two 24 inch by 24 inch louvres near the main entrance, located only 12 inches above the ground. Since they are used for air movement, especially the one for inlet air, he was concerned over leaves and especially snow that can get sucked in to the system and effectively disable the air handling systems. Mike cited the average snow height of 30 inches. Drayton noted that there were few places where the louvres could be located, unless they intruded into the clapboard area. Mike suggested an engineering study and Drayton agreed to do so. Mike suggested looking at heaters and Mark thought they could look at weather seals.

Mike then asked about the telecom and data aspects of the project and whether or not LLB was working with the Hamilton IT person. Tim said that he had connected LLB with Hamilton's IT person, Andy, and that he had given Andy prints. He will soon help set up a meeting.

Mike asked if the 5 and ½ inch insulation in the addition will meet code and was told yes.

Mike then asked about the stair landings as to whether they were wood or metal – they were wood. The other question was to whether or not the rubber was needed – it was..

Mike noted that there was not much info on the HVAC system. Mark said that info would be added.

Mike then noted that there was no information available on the MEP. Mark said that info would also be added.

At this point, Jay asked what revision of the cost estimate was being discussed. Drayton noted that it was revision 2 (dated 8/19/20) of the August 7, 2020, 75% Construction Document cost estimate. (Secretary's Note: Unfortunately, this revision was not sent out to all committee members.)

Since John had to leave the meeting early, he asked to speak to the latest Total Project budget dated 8/20/20 which was sent out minutes before the start of the meeting. John pointed out the differences between the latest 8/19/20 budget and the 5/1/20 budget, i.e., the escalation cost for delay of construction; COVID 19 contingency, addition of a commissioning agent, and fitout

costs for design of Pilgrim Hall offices. The result was a reduction of \$20,577 resulting in a new Project Total Budget after subtracting funds approved/spent to date, equal to \$7,924,474. However, he admitted that the additional cost of the new powered sliding gate may make this savings a wash.

Darcy asked if the fencing in the basement was basic “galvy” or coated. Drayton thought it was galvanized. Mark later clarified it was plastic coated.

Drayton next announced that next week the 100% CD costs will be available to the committee and that the project will be put out to bid on 9/23/20.

### **Project Schedule**

Tim announced the following revised schedule milestones:

- 100% CD Costs to THBC: 8/26/20
- Bid posting: 9/17/20
- Bid advertising: 9/23/20
- Town Hall Walk Thru for Interested Bidders: Friday 10/2/20 after 12:30 PM
- Subcontractor Bids Due: 10/23/20
- General Contractor Bids Due: 11/6/20
- Town Meeting: 11/14/20
- Special Election to Approve Construction Funds: 12/3/20
- Construction Start: February 2021
- Construction Duration: 14 months
- Pilgrim Hall lease: Available for 2 years

Drayton noted that the Town vote on the project was moved, so that Pilgrim Hall fitout would occur in December, and that employee relocation was in now in January 2021 so he briefly commented on this change. Darcy asked if the employees were to be moved out en masse or via a staggered schedule. Tim said he needed to plan for a phased move and that some additional bids for additional work may be required. Mike asked why the two week interval between the due dates for sub bids and the general contractor bid. Drayton said it was standard practice. Mike also stated that we should show the planned contract award dates on the schedule – the answer was yes.

Tim commented that after bid review there might be a need to modify the Town ask at Town Meeting. Drayton noted that we have no alternates identified and thought we needed some significant bid alternatives if we end up with a higher cost after bidding since there is no negotiation with a public contractor. Mike and Tim could not think of any alternates. Darcy warned that we should be prepared for contingencies. Tim mentioned that the project could be done in pieces but was not enthusiastic about the idea. Mike didn’t agree with the piecemeal idea at all and suggested that we are going in with a bare-bones approach on the project. Rosemary said that as a Selectman that she felt responsible for ensuring the lowest cost possible was presented and she would like to advertise that aspect with flyers to promote the project. Tim agreed that we needed to make a case for the project. Mike offered that in most situations that

use value engineering to try and lower the cost, the first 10% reduction can usually be considered relatively easy as it represents “low hanging fruit” but the next 5% tends to be hard to achieve. In the case of our project he felt that we had worked very hard on the costs and that maybe with value engineering we could reduce costs by 3 - 4%, but not much more.

Rosemary brought up the situation of the copper vs. aluminum downspouts as a place to reduce some costs. Darcy pointed out that using copper reduces maintenance and ensures longevity. Drayton noted that the HHDC wanted copper. Mike said that the HHDC has the final say on the building exterior. Rosemary then asked for the price difference and Mark responded with \$7,715 for aluminum and \$32,000 for copper, a difference of \$24k. Tim noted the use of copper on the Patton Homestead whereupon Rosemary said she had heard some voter complaints about the unnecessary costs. She wants to be able to convince voters that we are at the lowest cost. Darcy asked about using copper gutters and painted aluminum down spouts but Jay note the potential for galvanic corrosion with dissimilar metals. Tim said that while looking at Google Earth that it looked to him that the nearby Ipswich Institution for Savings which was in the Hamilton Historic District, had painted aluminum gutters. It was then agreed that Mark will ask the HHDC on the matter. Drayton wondered if this could be a symbolic alternate but Tim felt we should just get HHDC relief.

### **Pilgrim Hall Lease**

Patrick reported that he, Tim, and Lee had toured the property a couple of weeks go and met with Jay Trewar of Gordon Conwell. The building is much larger than Town Hall such that everyone could fit on the ground level floor. There were several existing offices. Hamilton’s IT guy will need to assess the telecom and WIFI setups to see what is needed and the Building Inspector will need to look at the accessibility issues. Gordon Conwell plans to clean out the building, then we will need to assess the need for painting, rugs, and security needs. Lee indicated that he wanted to get Mark out there to look at the space. Lee also mentioned that he had the scanned 1911 floor plans. Patrick mentioned that the former Day Care had been moved out some time ago and that in the very beginning the building was a stable. Mike asked if the landscaping operation was still using part of the building and Patrick said yes. Mike then commented that the Hamilton Fire Department had responded there many times for issues such as improperly stored gasoline and other issues so we should be observant. Tim noted that there was a lot of parking available and the building was easily accessible. Jay asked if there would be space for after hours board and committee meetings and Patrick said there was a larger space than available now at Town Hall. Tim noted that we could also use their large lecture hall in the main building. Tim reported that he was working with Town Counsel on a lease contract and that Town Meeting would need to approve even though it was a no cost lease. Rosemary asked about the savings we would enjoy from this and Lee noted that we had previously allocated \$200k. Mike thought that the number was low. Patrick noted that there were few if any spaces available in Hamilton and if we had to relocate outside Town, it would be an inconvenience for both employees and Town residents. Rosemary said we needed to mention this lease as a selling point.

## Status of MA AAB Variance Request

Jean-Pierre asked about the status of our request for the ADA ramp variance. Mark reported he had no word on the request nor did he know the schedule for getting an answer. Jean-Pierre then asked about the impact of this issue on the project and Mike pointed out that we had decided to stay the course. At this point, Mark noted that the AAB had asked for some additional info on the grand staircase but had no other info. Drayton asked if we had received the support letter from the HHDC and Mark said no, but that the letter was supposed to be sent to the Town. Mark was requested to follow up with the AAB and HHDC.

## CPC Grant Approval

Tim reported that the CPC had approved the \$3M grant request so it will now go to Town Meeting. Darcy asked if we could get more money in the future. Jay answered no but first stating that the vote at Town Meeting requires a 2/3's vote and that will not be easy. Jay also reported that the \$3M grant approval greatly reduced the future ability of the CPC to bond other large projects in the near term, unless the surcharge is raised to 3%. Jay went on to say that the current funding for our project will run out in November of this year, ex the money available for fitout of Pilgrim Hall and the employee move, and Tim agreed.

## Approval of Past Meeting Minutes

Jay first mentioned the minutes from the June 24<sup>th</sup> and July 8<sup>th</sup> meetings, noting that neither had a quorum so he suggested adding a sentence to that effect at the beginning and recommended calling them MEETING NOTES vs. MEETING MINUTES. He also added the adjournment times and corrected the affiliation of David Smith. Jay next mentioned the meeting minutes from July 30<sup>th</sup> and noted he had received some minor spelling and typo comments from Lee along with an explanation that outstanding cost items will be added to the RFI log. Jay next mentioned the minutes from August 13<sup>th</sup> and that both Lee and John offered comments – corrected Total Project Cost Estimate to Total Project Budget, clarifying sentence structure where needed, and mentioning the addition of items to the RFI log. **Jay finally made a motion to approve them all which was seconded and voted by roll call with all voting yes for the July 30th and August 13<sup>th</sup> minutes, and all voting yes for the Jun24th and July 8<sup>th</sup> Meeting Notes, except Darcy and Rosemary who abstained as they were not present.**

## Pre-Construction RFI Log

Lee went through the most significant open items on the RFI log:

- Interior window treatments – added to furnishings budget
- Duplex sump pumps in basement – added to estimate
- Sound attenuation for emergency generator – waiting for Mike's inputs
- Lightning protection – added to estimate
- Second floor meeting room ceiling/collar tension ties appearance – need LLB illustration
- Basement fencing – added to estimate.
- Angling of DPW fence – solution proposed and will be costed but may need Planning Board

- Schedule for project voting at the polls – complete
- Motorized sliding entry gate to DPW yard – will be designed and added to cost estimate
- IT office space in basement – will be designed and added to estimate

Drayton asked if the Planning Board will have any issue with relocation of the fence, but Patrick didn't think so. Drayton noted the landscape architects were already working on the site plan. Tim asked what type of fence was being proposed and Drayton noted it was chain link. Tim proposed having the same type of wooden fencing (cedar) as used at the south end of the site bordering the Astulfi property. Mark commented on the price differential but Tim didn't think that would be an issue. A conversation on the fence posts, i.e., treated wood vs. cedar was resolved when Mike said treated wood was no longer allowed. Rosemary felt these changes should be brought to the chair of the Planning Board and Patrick agreed. In discussing the sliding gate, Mark noted that wooden gates were very expensive so the metal gate will remain. **Darcy made a motion to change the fence to wood which was then seconded and voted yes by roll call unanimously.**

### **LLB Procurement and Contracting Requirements document**

Jay noted that the LLB Procurement and Contracting Requirement document identifies the Owner as the Town of Hamilton and required attendance at weekly meetings, but does not identify anyone by name and the document offers no mention of an OPM. Lee mentioned that Jay and he had talked about this and that there was time to address the issues. The OPM will be involved. Drayton offered that in his experience the Building Committee meets once a month while at least one person representing them meets once per week during construction with the OPM, Contractor, and Architect. That person would normally be given permission to agree to all costs under a given amount, typically less than \$5k. Drayton then nominated Tim and he noted that Mike could participate as well. Tim went on to say that he envisioned a smaller committee moving forward into the construction phase.

**After a brief discussion on committee availability, Mike announced that the next THBC meeting will be a Zoom teleconference on Tuesday, September 1<sup>st</sup> at 1:00 PM.**

Darcy made a motion to adjourn at 3:12 PM that was seconded and voted unanimously.

A True Record,

Jay Butler, Secretary

