

Town Hall Construction Committee
11/24/14 Meeting Minutes
7:30 a.m. at Town Hall

Members present: Laura Andrews, Bill Barton, Al Combs, Jack Guswa, Rick Maiore. Members absent: Richard Blinn. Others present: Tim Bragan (Town Admin. and BOS liaison), Drayton Fair (LLB Architects), Brian Valentine (LLB Architects)

Rick called the meeting to order at 7:35 a.m.

The committee approved the minutes of the 11/17 meeting.

Committee Organization: Rick talked to Richard Blinn, who will not be able to commit the needed time to the committee right now. After discussion, we agreed that Tim and Rick would approach two potential candidates to find a replacement for Richard.

Cost Estimate: The cost estimates are not available yet, but Tim is following up.

Owner Project Manager: Tim met with seven candidates 11/20 for a Q & A. December 1 – applications due at Town Hall and Tim will send the committees copies; 12/3 – committee members’ top-three recommendations due to Tim; 12/8 – committee meets to select OPM; 12/9 – committee makes recommendation to Board of Selectmen. Tim will screen candidates’ references before sending applications to committee. Tim will also send the Q & A documents submitted by the candidates.

Meeting with Architect: Drayton said that the focus of the new plan – 1b – is the renovation of the building with offices on the first floor and public space on the second floor. The renovation will improve energy efficiency and accessibility and fix delayed maintenance. Specific topics:

- **Actions/changes from the BOS that created 1b:** Leo Blair and Lucy Wallace said to fix the building with its current uses. That means, Drayton said, to do as little as possible to the building systems. A sprinkler system is required, so new lighting had to be included.
- **Credentials of the cost estimator:** Drayton said that A.M. Fogerty has a lot of public construction estimate experience. Tim will send copies of the resume.
- **Hot spots to look for:** electrical (need to tighten up the bid language, too vague), the “add alternates” might need to include the stage as well as the cupola and window replacement. The new ramp is very expensive.
- **Interface between LLB and our OPM:** Since a 2005 law, the OPM shepherds the process – manages the overall building budget, on site at all times, mediates between the owner and contractors, coordinates meetings, and coordinates with architect.
- **Good working relationship needs for THCC and LLB:** Drayton said fast work and a good liaison to the committee. All agreed that Tim would be the liaison.

Next meeting: Monday, December 8, at Town Hall, 7:30 a.m.

Rick adjourned at 8:50 a.m. (The committee voted to extend the meeting past 8:30 a.m.)

Laura Andrews, recorder