

20070514 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Chuck Hodgkinson, Kent Healy, Kate Warner, Bea Phear, and Virginia Jones, voting members; Kathy Logue and Jen Rand ex officio members.

ABSENT: with apologies: Jim Osmundsen

ALSO PRESENT: John Early

Bea opened the meeting at 0800 in the Howes House sun room.

Minutes of the 20070508 meeting were M/S/V with a minor amendment.

BEA introduced John Early as a member of earlier Town Hall Building committees and thanked him for coming. She informed John that we want to pick his brain about what went right and what went wrong. John commended the Space Needs Committee for an excellent job. "All the things that went wrong are previous to this effort." He felt that the OPM/COW (in old days) is key. He advised that we will need to have clear guidelines for the committee and the OPM and the discipline to follow them. Also there is a very large need to define who talks to the OPM and the contractors, and we must establish clear lines of authority and communication. Finally we need the public to participate as a very definite component. Bea advised John that Chuck will serve as the PR liaison.

JEN attended a conference on Friday about OPM and she came away with four strong messages. We must have good guidelines for the criteria. The OPM should not be confused with the COW, although they may be the same person. We need to find someone to do the whole project as owner's manager – an out clause in a contract is strongly recommended in case it doesn't work out. Finally, we should try to find someone local in order to trim costs.

A discussion of how many hours to budget and allot, as well as a pay scale ensued, with some feeling we've not allotted enough and others feeling it is either adequate or too many.

JOHN: We need to set a set of rules for various processes in place, and plug any gaps before they appear.

BEA: What worked? JOHN: Gale Assoc. had a hard idea "getting it" from an aesthetic viewpoint, and were too industrial. He felt that Durland's plan was better but that they weren't listening to us – in particular for the interior of the building. KATE: The energy component of her team was weak.

BEA: What does the building need? JOHN: Recommended a basement as it was a solution that worked but the budgetary constraints are unclear. BEA: Which would work better – a basement or annex? KENT: Advised that during construction,

excavation for a proper foundation will have to be done and building it as a workable space – even if just for future needs -- should not add too much more to the budget. Better to put it in now as it will always be cheaper to do it now and eventually we will need it.

JEN: (Question for John) How do you think the \$\$ will affect us...politically what do we need to do because she feels (based on what she heard off-island) that we will not have enough money for the initial phase. JOHN: Talk to the Finance Committee ASAP. KATHY: Feels that most of the money is in the budget but the timing could be an issue. JOHN: Feels that the OPM must be someone who has a tight commitment for the front end of the project and be ready to step into the heavy end later.

HOURS: BEA: keep hours low and we can do it. KATE: Feels that there are more than adequate hours: Person hired needs to be sure that we are going down a successful path. KATE, KENT & GINNY: The pay scale is too low for a consultant. GINNY expressed concern about who does the grunt work for the OPM...setting up a mini office, office work and paper work plus the regulatory process can take a lot of time which doesn't need to be done by the OPM – it should be done by a secretarial type...will this be the administrative assistant?

JOHN: Stated that the OPM must be a “licensed construction supervisor” and he feels that either an architect or engineer would be overkill. As always on MV, timing is important; people are not easily available in the spring.

JOB DESCRIPTION: Unlike many other jobs we can legally negotiate a fee. CHUCK: We have about \$155,000 to spend in 9 months. If we double the fee for the OPM and hire Admin. Assist., and in consideration of all the work that has already been done, we should have enough. KATE: There are a lot of givens: a lot of work has been done, the building is the building and the annex has to look as if it has always been there. She feels that much of the work to be completed involves preparation of the bid package including the construction specifications. GINNY made suggestions that the OPM must be experienced with listed historic buildings and with green technology. Further The OPM must be involved in project mitigation (some of this is arranging for temporary quarters for Town Hall staff, and some is conservation and relocation of the mature plantings – holly trees, etc.).

We need to know what the OPM will cost? JEN advised that the OPM will provide own secretarial support. KENT: The OPM is almost more important than the architect. BEA: Suggested a sub committee to draft the various documents necessary. We must reference MGL 149 Section 44A ½. The successful applicant must be available to attend committee meetings as requested, and must prepare submission requirements for the design and construction phases. Further, the project will be broken into two parts: pre-construction and construction. KATE: Person must be very numbers efficient as they will be the person primarily overseeing the financial aspects of the project. Clerk could be someone who is employed by the OPM and the OPM will supervise the Clerk. KENT: OPM is overseeing the Clerk and the architect; the architect is a relatively minor

post. CHUCK was designated to work, with Bea and Jen, on a job description, incorporating suggestions from several job descriptions that Jen has received and various suggestions from the committee; they will also draft an advert for the papers.

KATE: We are missing the construction bid phase, which should go in after design but before pre-bid. We need to have someone who has a clear understanding of the various trades and sub contractor trades...this person will be key during the bidding phase.

KENT/KATE: We are not at the beginning of a virgin project; we should have a meeting to go over previous designs.

KATHY/JEN will create a secretarial. Admin. Assist. job description and place an advert.

Next meeting is at 4:30 pm on Tuesday (and from now on every week) in Town Hall.

Adjourned at 0905.

RESPECTFULLY SUBMITTED:

Virginia C. Jones, Clerk Pro Tem

Approved 5/22/2007