

# Cornwall Town Hall Renovations

Meeting Minutes/Notes  
September 28, 2016



## Attendees

Sue Johnson, Town Clerk  
Magna Dodge, Town of Cornwall  
Ben Wood, Town of Cornwall  
Mary Conlon, Town of Cornwall  
Jake Chapline, Town of Cornwall  
Denny Rheume, Town of Cornwall  
Ashar Nelson, VIA  
Lealoni Coathup-Wilmott, VIA

## Absent

Stu Johnson, Town of Cornwall

Prepared by: Ashar Nelson

## ONGOING/OLD BUSINESS:

### **040716.2 Project Schedule & Work Plan**

Town of Cornwall voters approved project funding at Town Meeting voting. Overall project schedule was discussed, with likely construction start in early November after Voting Day. Project bidding in August would be ideal. 060916 Project schedule and work plan was reviewed. Magna requested early notice on upcoming decision making or any slip in the timeline. An earlier construction start is acceptable with a “black-out” on construction work for November 8 and 9 (voting day). Early exterior work such as site, and foundation, or roof replacement could easily start without interrupting Town Hall business. 070716 On schedule – DD set due July 22<sup>nd</sup>. 080416 Project is on schedule. DD set is headed to estimator. Construction Documents will be complete for bidding at the beginning of September. 082316 Project still on schedule to bid September 1. **092816 Project bidding is complete. Low bidder has proposed an earlier start date of October 10, which has been approved with the caveat that no work occurs in certain spaces until after the book sale on October 15. Sue wanted to confirm that no work would occur on Election Day, or if work did occur, that contractor parking and activities would not interfere with the election process.**

### **040716.4 Project Budget**

The current Total Project Budget shows cost estimates for construction elements, design and engineering costs, and owner’s costs. The addition of the roof replacement and the foundation buttressing will add both construction and design and engineering costs. 060916 Ashar presented a revised Total Project Budget (TPB), adding construction and associated design and engineering fees. Mary requested that the initial feasibility work fees be added to the TPB. Project work includes an estimate after Design Development Phase to check construction budget. 070716 No Change. 080416 Design Development documents will be re-estimated to confirm budget check. This work will occur before the next project meeting, so the team has time to make last minute scope adjustments if necessary. Add alternates will be identified to understand the implications of adding or removing certain portions of project scope. 082316 Project was re-estimated with DD level documents. Construction costs increased by approximately \$43,000, with about half of that value being the anticipated structural repairs at the roof. Another quarter of the change comes from the addition of a

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heat pump system on the main level, which will be bid as an alternate. Unanticipated design for broken truss-column connection added nearly \$3,000 to the design costs, much of which was covered with an associated budget contingency. Owner's costs went down by \$8,000, in geotech, permit fees, and temporary quarters. Overall budget change is about \$36,000. **092816 Low bid represents a minor savings over the DD budget. Ashar recommends allocating \$15,000 of the savings as a contingency fund for unknowns that may be encountered during the construction process.**

### 040716.5 Design Review

**This item has been reduced.** 060916 Sue and Lealoni will work to optimize the layout of the Clerk's work area, including touring other local facilities. North gable-end attic vent has been covered to prevent snow intrusion. This will be addressed as part of the roof venting strategy. 070716 VIA has been working on the drawing set, which was reviewed with the committee, both to explain which drawings are used to communicate certain information and the content of the drawings. Sue and Lealoni have developed a new layout for the Clerk's office, based on what they learned by touring Clerk's offices around Addison County. Sue (correctly!) asked if the historic door from the lister's office could be used on the vestibule bathroom. VIA will check. 080416 Drawing set has been developed past DD level and is process is now in CDs (Construction Documentation). 082316 Ongoing. A meeting will be set up in late September with the Library Trustees to figure out shelving layout for the library and reading room. **092816 Library trustee meeting to occur in October. Sue will propose a date.**

### 040716.6 Grant Opportunities

Sue identified a Cultural Facilities grant opportunity. Ashar noted that Efficiency Vermont will likely provide incentives for new lighting and possibly other upgrades. 060916 Sue followed up with VCDP, but the annual deadline has passed. She will continue to investigate the possibilities. 070716 Sue will continue the discussions. 080416 Ashar followed up with Efficiency Vermont. They will assign a Project Manager to the project. The project documents will be provided and they propose incentives. 082316 Ashar has provided the required information to Nicole Duquette, our Efficiency Vermont program manager. She will assess the project and propose incentives. **092816 Nicole identified \$1,400 of incentives for the project, as well as some other opportunities to improve efficiency and gain more incentives. Final project documents will need to be submitted to Efficiency Vermont at the end of the project. Closed issue.**

### 040716.7 Town Operations/Logistics Planning

The team discussed possibilities for temporary operations while the project is being constructed. Suggestions were made on how to clear out the library and back room for the project. 060916 Sue has investigated getting a storage unit and a dumpster. Her goal is to empty out the library and the back room by October. Some access to the vault will be needed during construction. 070716 Multiple solutions for temporary Clerk quarters in various Town facilities and portable units were investigated, although each has drawbacks. The challenges of getting the various building contents into storage or temporary quarters was discussed. The Committee will continue planning and working of these issues. The annual book sale will be on October 15<sup>th</sup>. 080416 Stu has started the building clean-out ball rolling

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with a dumptruck and a custom wall opening! Sue continues to investigate modular options. Ashar has added a staged plan for building clean-out to the project work plan. 082316 A temporary replacement office has been identified. Clean out has started slowly, but will pick up after Labor Day. **092816 The temporary office trailer will arrive on October 13, and be powered up shortly after. Building clean-out continues. Contents of the upper level can be located in a remote corner and covered, instead of being removed from the building. Sue will arrange for the removal of the stage curtain.**

### 060916.1 Contractor Selection

The committee discussed how to ensure bidding from quality general contractors (GC). Ashar noted that the Town's purchasing policy allows selection by multiple factors, (including price). Evaluation criteria must be noted in the bid documents. Ashar will suggest wording. Ashar will develop a list of potential GCs. 070716 Committee members raised concern about the availability of contractors to perform the renovation work. The suggestion was made to warn the project as early as possible, to alert possible contractors that the project is coming. 080416 A proposed Notice of Intent to Bid was reviewed, including a proposed bidding schedule in early September. After minor revisions, Ashar will send it to a list of local builders and to plan houses. Magna graciously agreed to take the lead for the committee on review of the bid RFP, and work with VIA on content and wording. 082316 Notice to Bid was shared with plan room and bidders, with at least a half dozen firms indicating interest. Magna's thorough review of the bid RFP was extremely helpful. Bid due date will be revised to 5:00 PM Tuesday 9/20 to coincide with planned Selectboard meeting. Bid opening will be warned for 6:30 PM on that day. Selectboard will consider assigning contractor selection to the Capital Committee. Performance and Payment Bond costs will be bid as an alternate to the main contract, to provide flexibility in use of that tool. **092816 Four bids were received for the project. The Committee voted to select low bidder Smith & McClain to perform the construction work. The Committee voted to forego a performance and payment bond for Smith & McClain.**

### 070716.1 Construction Access

Construction access for east portion of the building will need to be on adjacent property, which will require permission. **080416 Abutter has granted permission for temporary construction access. 082316 Ashar identified the need for a permanent easement for the exit path at the east side of the building, which is needed for emergency exiting, and must be kept clear all year. 092816 Ongoing.**

TASKS:

**1. Ashar will send Sue the proposed easement request.**

### 070716.2 Building Security

The issue of building security and the possibility of using security cameras was raised. This topic needs more discussion, and perhaps public input. 080416 Several firms were discussed as potential vendors to design and install a security system. This work would occur concurrently with the building project, but under a separate contract. 082316 No change. **092816 Sue is obtaining proposals from multiple vendors.**

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## **082316.1 DFS Permit**

Sue provided a check for the State Division of Fire Safety permit, which will be submitted this week. **092816 DFS has provided a building permit, with the potential to limit upper level occupancy, based on no record of upper level assembly use. Sue has tracked down an inspection form from 1986. The Committee discussed possible upper level occupancy numbers, and suggests requesting 100. Ashar will work with the DFS folks on this.**

## **NEW BUSINESS:**

### **092816.1 Hazardous Materials Survey**

Claypoint has surveyed the building for hazardous materials. A report is pending.

### **092816.2 Builder's Risk Insurance**

Builder's Risk insurance will be required for the project, to protect the Town's assets during construction. Sue will work with VLCT to obtain a proposal for this insurance.

### **092816.3 Underdrain Alternate**

The Committee requested more information about the Low Bidder's alternate price for the Underdrain, and suggested possible ways to save on that work. A back-flow preventer was also suggested. VIA will work on this with Smith & McLain before their contract is finalized.

### **092816.4 Construction Meetings**

A smaller sub-set of the Capital Committee will participate in construction meetings, with the entire committee gathering when required for decision-making purposes. Construction meetings will likely be scheduled more frequently at the beginning and end of the project, and less frequently in the middle. The specifications require the contractor to conduct these meetings, and produce meeting minutes. Ideal time identified for project construction meetings is 8:00 Am to 9:00 on a weekday morning.

END OF MEETING MINUTES

## **Upcoming Meetings/Activities:**

Pre-Construction Meeting – TBD

*These minutes are intended to provide a fair and accurate summary of the items discussed. If this is not your complete understanding of what was discussed, please contact VIA within ten days, as no response shall indicate full acceptance of these meeting minutes. Thank you.*

cc: Attendees, LN Consulting, Engineering Ventures, Erickson Consulting, File