

Cornwall Town Hall Renovations

Meeting Minutes/Notes

July 7, 2016



Attendees

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

Absent

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 22nd.**

040716.3 Photovoltaics Solar Panels on Roof

Bobbi Carnwath (and others) would like to see PV solar mounted on the south facing roof of the Town Hall. Project team will plan accordingly with electrical conduit and roof clip attachments. 060916 Sue polled citizens in Town newsletter, with an entirely positive response to rooftop solar on the Town Hall. **070716 MEP engineer to document existing conditions 7/13. Project will be designed to be PV ready. The PV project will be separate from the renovation project, although PV installation may benefit from renovation mobilization (ie staging).**

TASKS:

1. Design team to investigate size of building secondary service for grid intertie.
2. Sue will re-connect with Bobbi to check in on PV project.

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.

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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.**

040716.5 Design Review

Floor plan option C-1 is the preferred option, and will be developed in further phases. Some items noted that need to be considered:

- Final layout of Clerk's work space;
- Boiler Room layout;
- Moisture prevention in the basement;
- Heat pump conditioning for Clerk's work space and small meeting room;
- **UNDER**-Drain in basement;
- Mechanical ventilation for lower level only, and basement to keep dry.

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.**

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.**

TASKS:

1. Ashar to follow up with Efficiency Vermont.

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 15th.**

TASKS:

1. Sue will talk to the DAR about accepting Town artifacts.
2. Sue and Committee will keep working on temporary Clerk quarters.
3. Ashar will add building clean-out activities to the project schedule.

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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.**

TASKS:

1. Ashar will draft a warning, for issuing in July and in August.

060916.2 Financing

Sue reviewed capital fund cash flow and projections. She has been working with the National Bank of Middlebury on a construction loan, which generally should work well for this project. **070716 Loan process is complete, with a line of credit secured for this project. Closed issue.**

NEW BUSINESS:

070716.1 Construction Access

Construction access for east portion of the building will need to be on adjacent property, which will require permission.

TASKS:

1. Sue will contact abutter about permission to temporarily access land for construction activities.

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.

END OF MEETING MINUTES

Upcoming Meetings/Activities:

Next Meeting – Thursday August 4 at 6:00 PM.

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

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