

Cornwall Town Hall Renovations

Meeting Minutes/Notes
August 23, 2016



Attendees

Sue Johnson, Town Clerk
Stu Johnson, Town of Cornwall
Magna Dodge, Town of Cornwall
Ashar Nelson, VIA
Lealoni Coathup-Wilmott, VIA

Absent

Ben Wood, Town of Cornwall
Mary Conlon, Town of Cornwall
Jake Chapline, Town of Cornwall
Denny Rheame, 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 22nd. 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.**

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 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.**

Cornwall Town Hall Renovations

Meeting Minutes/Notes

August 23, 2016



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 to keep basement 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. 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.**

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.**

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. 080416 Stu has started the building clean-out ball rolling 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.**

Cornwall Town Hall Renovations

Meeting Minutes/Notes

August 23, 2016



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.**

TASKS:

1. VIA and Sue will arrange for test posting of documents to confirm the ability to post bid documents on the Town's website.

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.**

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.**

080416.1 Structural Upgrades

The structural engineer has identified two failed truss-column connections, which will restrict use of the upper level until the condition is repaired. An engineered solution has been designed, focusing on minimizing impact to the existing building. The committee has elected to have this work performed with the main renovation project, and these repairs will need to be addressed as the first construction activity. A further analysis of the roof trusses reveals the need for structural modifications to strengthen the trusses, but the modifications are largely focused on the bottom chords of the main

Cornwall Town Hall Renovations

Meeting Minutes/Notes
August 23, 2016



trusses. **082316 Structural repairs to the truss-column connection as well as structural modifications to the roof trusses will be incorporated into the project drawings. Closed issue.**

080416.2 Zoning Permit

The committee was not clear if a Zoning permit would be required for these renovations. Sue will confirm with Jim Duclos. **082316 Sue spoke to Jim Duclos – a zoning permit is not required for this work. Closed issue.**

080416.3 Add Alternates

The bid request for proposal will include alternate scope items, which will be priced separately, to allow additions or deductions from the project scope. Some items that were identified as alternates include an ERV for the upper level spaces, heat pumps for the main level spaces, and an under-drain in the basement. **082316 Add alternates will be incorporated into the bid documents. Closed issue.**

NEW BUSINESS:

082316.1 DFS Permit

Sue provided a check for the State Division of Fire Safety permit, which will be submitted this week.

082316.2 Exterior Painting

Ashar asked about fully re-painting the Town Hall as part of this project. Budget and project timing suggest that this work should be done at a later date. Closed issue.

END OF MEETING MINUTES

Upcoming Meetings/Activities:

Pre-Bid Walk-through – Friday, September 2 at 8:00 AM.

Next Meeting – Tuesday September 20 at 6:30 PM (Bid Opening).

Contractor Selection Meeting – Wednesday, September 21 at 5:30 PM (tentative).

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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