

Cornwall Town Hall Renovations

Meeting Minutes/Notes

June 9, 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
Ashar Nelson, VIA
Lealoni Coathup-Wilmott, VIA

Absent

Prepared by:

Ashar Nelson

ONGOING/OLD BUSINESS:

040716.1 Project Communications

Town of Cornwall Capital Committee is Sue, Stu, Magna, Ben, Jake and Denny. VIA Team is Ashar (Architect + Project Lead), Lealoni (Architectural Design), Chris Hill from Engineering Ventures (Structural Engineer), Derek Siegler from LN Consulting Engineers (MEP Engineer), and Henry Erickson, (Cost Estimator). Project Emails should be copied to Capital Committee and Ashar and Lealoni. VIA will produce project meeting minutes during the design process, to be distributed to the entire team via Email. Meeting minutes shall denote ongoing tasks. **060916 Meeting minutes must be distributed within 5 days of meeting. Closed item.**

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.**

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.**

TASKS:

1. Design team to investigate size of building secondary service for grid intertie.

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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.**

TASKS:

1. VIA to revise Total Project Budget

040716.4 Design Agreement

VIA will work with consulting engineers to finalize design fees, and produce a contract amendment. **060916 After discussion on pros and cons of analysis and engineering of the roof, the decision was unanimous to include this work. Ashar noted that VIA hours for Construction Administration (CA) were trimmed to get the fee to a reasonable level. The Town and VIA executed a contract amendment for the final design, bidding and CA. Closed item.**

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.

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.**

TASKS:

1. Ashar to follow up with Efficiency Vermont.

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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.**

TASKS:

1. Sue will talk to the Fire Department about temporary quarters.
2. Sue will talk to the DAR about accepting Town artifacts.
3. Ashar will think about sequencing of construction activities in relation to Sue's occupancy.

NEW BUSINESS:

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.

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.

TASKS:

1. Sue will send the loan requirements to the team.
2. Ashar will send the Schematic Design estimates to Sue, to share with the bank.

END OF MEETING MINUTES

Upcoming Meetings/Activities:

Next Meeting – Thursday July 7 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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