

PERMANENT BUILDING COMMITTEE
Minutes – November 12, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, and John Porter. Also present: Facilities Director James Kelly.

The meeting was opened at 7:30 p.m. at the SPS Superintendent's Conference Room.

Minutes The minutes of October 17 and 22, 2013 were approved.

Town Hall Project Present: BH+A Architects Joel Bargmann and Adrienne Cali; SPS Superintendent Anne Wilson, SPS Committee Chair Rich Robinson; Town Clerk Rosemary Harvell; Selectman Chuck Woodard.

Architects Adrienne Cali and Joel Bargmann presented Scheme 1 and 2, both schemes relocating the School Administration to the Town Hall, which were developed after discussion with the SPS Superintendent and staff subsequent to the previous presentation of alternatives at the October 22, 2013 PBC meeting.

Scheme 1, School Administration with 2nd floor addition keeps the Town Clerk's office on 1 level of the 1st floor with the School Administration on the 2nd level of the 1st floor. The 2nd floor consists of a level floor throughout with SPS offices in the new 2nd floor addition and part of the existing 2nd floor. The large 1,450 s.f. meeting room is located on the 2nd floor. Balcony storage remains available. The basement is utilized for ballot and other storage and SPS offices. The consensus of the SPS representatives was that there were not enough rooms and space, the adjacencies do not fit the needs, and there is no room for growth. It was also thought that use of the 2nd floor meeting room for voting would not work. The estimated cost of Scheme 1 is \$6.8M.

Scheme 2, School Administration with new Meeting Room addition, provides space for the Town Clerk and School Administration in the existing 1st floor while adding a large 1-story addition to house the 1,800 s.f. voting/meeting room with an operable partition wall. This allows a dual purpose building area which can be closed off from the existing building. The 2nd floor with addition provides space for the School Administration while the basement is utilized as storage space only. The consensus of all present was that Scheme 2 was too large and overwhelmed the site. The estimated cost of Scheme 2 is \$8.6M.

Further discussion included:

- Board of Selectmen meeting room would be best served by a 1,000 s.f. room.
- There is no desire to move the Flynn building 2nd floor offices only to the Town Hall as it would split governmental offices and add inefficiencies.
- The Flynn building 2nd floor would not accommodate SPS's needs for 9,000 – 10, 000 s.f. (now occupying 5, 750 s.f. at Fairbank).
- Moving the Town Clerk to the Flynn building would require addition of a vault at a large expense (the present Town Hall vaults store Town Clerk records only, not other

departmental records which are located in the Flynn building basement; off-site record storage is extremely expensive and is not utilized for that reason.

- The Town Clerk's office is central; moving Town government offices to one building is important.
- There is a need to find a use for Town Hall without too much compromise.
- Could SPS offices be added to a school? PBC members believed that the possible limited addition at Nixon School equivalent to six classrooms would be too small.
- At 10,000 s.f. approximately \$3.5 - \$4M would be required to build new for SPS offices.
- Rental or leased space is much too expensive and would not be an option.
- The Flynn Building will need some upgrades in the future irrespective of the occupancy such as central air; the cost of a split system is estimated at \$500,000.

Cost comparisons of the various options were presented. The cost for schemes to consolidate floor levels with a new addition were summarized:

Town Offices, Scheme 2 (21,940 s.f. gross area) \$10.3M

School Administration Scheme 1 (16,100 s.f. gross area) \$6.8M

School Administration Scheme 2 (19,400 s.f. gross area) \$8.6M.

Community Preservation Act (CPA) funds, if available, could be utilized to renovate the existing building only. However, it was noted that only limited CPA funding is available.

Costs of the various schemes were compared to demolition of the existing Town Hall and rebuilding with no use of CPA funds:

Town offices only, Scheme 2 (18,800 s.f. gross area) including a new vault, \$9.9M;

School Administration (15,800 s.f. gross area), \$8.8M.

It was noted that demolition and rebuilding for Town offices or School Administration would provide a new building meeting code requirements which would allow sufficient area and efficient space planning that the current building cannot provide.

It was also noted that if the Town Hall were to be renovated at \$10.3M whether or not reduced by CPA funds, it would still not meet the seismic code.

It was suggested that perhaps the best location for SPS would be at the Fairbank Center with a new addition. It was agreed that Mr. Kelly would request BH+A to include that option in the Fairbank Master Plan process with the Facilities Department funding the cost of adding scope to the Master Plan estimated to be about \$2,000.

Mr. Kelly stated his opinion that something has to be done to the Town Hall to keep it from further deterioration, particularly as the heating system is failing and will need to be replaced in the near future.

In response to an inquiry, Mr. Bargmann stated that the Chelmsford Town Hall had been renovated for a museum.

Several members expressed their opinion that the best scenario and one which would be the most cost effective would be the demolition and rebuilding the Town Hall for Town offices at an estimated cost of \$9.9M.

The Architects were requested to add the pros and cons for each scheme to the final report draft. Two weeks will be required to complete the report prior to meeting with the PBC after Thanksgiving, after which the draft will be sent to the Board of Selectmen for an anticipated December 17 meeting presentation.

Police Headquarters Design Project The Committee members were apprised of the projected Places Associates permitting schedule, January 2014 – April 2014 and rejected this schedule, stating that completion of the site plans are imperative. Mr. Melnick informed the group that a meeting with the Conservation Coordinator and DPW Director is scheduled for 11/14 to discuss drainage and stormwater management followed by a pre-site plan meeting to include the Director of Planning and Community Development. It is anticipated that the Planning Board will refer stormwater management permitting to the Conservation Commission. Also, a preliminary meeting with the Historic Districts Commission will take place Thursday evening.

Mr. Kelly stated that he has been advised by the Board of Health that the septic system had been oversized when built and is adequate for the proposed Police Headquarters.

The Committee expressed dissatisfaction that there had been no mid-design development plans presented to the PBC to allow it to comment on the contemplated systems and structural components.

Relative to the next meeting which will include representatives from the Energy Committee, a narrative has been requested with a system description to facilitate discussion. Mr. Kelly advised that he had contacted NSTAR and noted that the design can utilize the 2012 energy code.

Meeting Schedules The next meeting is scheduled for Tuesday, November 26 with representatives of the Energy Committee to be in attendance. Two additional meeting were scheduled: Monday, December 2 with BH+A Architect Tom Scarlata to discuss the Fairbank Complex Master Plan project; and Thursday, December 5 for the Police Headquarters Design project.

There being no further business, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Elaine L. Jones