

APPROVED
MINUTES OF THE TOWN HALL RENOVATION
MILFORD BOARD OF SELECTMEN MEETING
December 2, 2013

PRESENT: Gary Daniels, Chairman
Mark Fougere, Vice Chairman
Mike Putnam, Member
Katherine Bauer, Member
Kevin Federico, Member
Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary
Zachery Steinbrecher, Videographer

ATTENDEES: Eric Palson (SMP)
Greg Smith (SMP)
Mark Consalo (SMP)
Anthony Mentho (SMP)
Rick Riendeau, DPW Director
Russ Works, Town Buildings Foreman

OPENING: Chairman Daniels called the work session to order at 4:30 p.m. and led the Pledge of Allegiance. Chairman Daniels indicated those who wish to speak should please use one of the microphones located in the room so that their input can be heard on the PEG Access cable channel. SMP Architecture representatives were also present and spoke about the estimated cost of the town hall renovation.

DISCUSSION: Anthony Mentho provided copies of the draft report to members explaining this is the culmination of the work of the last three months at the town hall. The past information was taken into account as were special needs and what could be done. Multiple iterations were worked through with both staff and Town Administrator Guy Scaife. Once we determined the best use of space to renovate we did an outline of renovations and figures for what the renovation estimate could be for this scale, however the drawings are not fully engineered. The estimate is not a fully engineered number and is an understanding of what the town expects. Mr. Consalo looked at the electrical, mechanical, HVAC and plumbing and what would be proposed to make a renovation of a facility of this size that would last for 30-35 years. Mr. Mentho outlined the facility background and studies that had been performed. Collectively the data and development concept plans looked at codes that need to be met to bring the building to the current requirements which include ADA and building codes. Many of the non-compliance dealt with building code issues or dead end corridors. This is a something that has grown over the years.

Chairman Daniels understands that one thing needed is ADA counters for public access. Does that mean the Town Clerk's area is not ADA compliant? Mr. Mentho answered yes. Chairman Daniels asked how you can balance that with the safety requirements; it is his understanding that the counter in the Town Clerk's area was built for protection of our employees. Mr. Mentho indicated that SMP designs to meet the requirements. Chairman Daniels feels that requirements keep getting changed and we need to keep responding to the new requirements. There are Federal requirements that keep getting thrown at the towns and we need to keep responding. Vice Chairman Fougere said the alternative is to have a glass wall which a lot of people do not like. Mr. Mentho said the counter will need to be designed to meet the safety requirements while at the same time have low counters to meet the ADA requirements. That is where the design comes into play. The ADA counters were in the original code but it took time to get put into use. There was a period of time where not everybody was doing it but now it is being done by everyone.

Selectman Putnam indicated the mechanical piece of the report says boiler number one was built in 1957, is that true? Mr. Consalo said that is accurate. Selectman Putnam said the steam boiler was taken out in 1988 so he does not think the boiler is that old. Mr. Consalo recalls that one boiler is 40 years old and one is 3-4 years old. Guy Scaife commented one is very old. We need to move to an efficient system. If we do a major renovation, we need to look at a complete system. Mr. Consalo said the boilers are a 60 year old design, in the re-work, the boiler room will get moved to create some corridors downstairs. Vice Chairman Fougere indicated some big cost items are electrical and mechanical; and there were concerns raised about the type of heating system. Vice Chairman Fougere asked what other options are out there to keep this building warm. The BRF system made by Mitsubishi is an option but what other options are out there that could be considered? Mr. Consalo said right now you have a hot water heat-

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1 ing system. There are some interior spaces that need cooling and some that need heating. It is not a ventilation sys-
2 tem; there is no fresh air down to the basement at all. That is a code-required item. By trying to renovate pieces of
3 the building one at a time and keep the rest of the building operational would not be quickest. In the current config-
4 uration there are 7-8 of the zones that service multiple rooms and the thermostats are a mess. We might want to end
5 up with the heating and cooling zones being a little smaller so offices can control their own temperature. The build-
6 ing ceiling space has room to move around but in the basement, it will be a little more difficult.

7
8 Vice Chairman Fougere asked if there are systems that require an expert every time an adjustment is made, because
9 that is a problem. Mr. Consalo said the systems are intuitive now, there are a couple things that can be done about
10 that, design it so that there are as few choices as possible, by having a central chiller and a system that can meet the
11 needs for several different occupations. The same equipment controls the temperature. There has to be some per-
12 sonnel assignments to learn the system and to maintain the controls. At the end of the project staff who know the
13 system get trained so that we are not reliant on the computer controls. Anthony Mentho said there are some other
14 buildings in the town and the systems that are in place are all different, this is an ongoing concern and cost. Cost
15 will be considered and we will try to make things consistent. Once we know how much it may cost, we can calcu-
16 late how much money will be saved with a new system and provide that information to voters. If the town moves to
17 lower flow fixtures that only use 1.5 gallons per use, we will also save money. Selectman Putnam said there is no
18 shower facility needed in town hall once the ambulance leaves so that should be removed.

19
20 The bathrooms on the basement level (outside) are public restrooms and it was felt they could remain where they
21 are. Vice Chairman Fougere asked how often those bathrooms are used. Guy Scaife said they are used a good bit
22 during the day, but they are closed at night. Anthony Mentho said they felt that area did not require anything, if we
23 did not need to, we did not touch the area in order to save money. The community likes to have public restrooms off
24 the green. Selectman Bauer indicated that she has concerns about the Board of Selectmen room's location. She
25 asked if the Board of Selectmen could be moved so that it was next to Middle Street rather than Nashua Street. Se-
26 lectman Bauer asked if the Community Media room could move. Anthony Mentho said he understood that Com-
27 munity Media wanted to be in an adjacent space to the Board of Selectmen room. The room as it stands is code
28 compliant, the location was preferred by Community Media for the lighting (windows). SMP feels that is a valid
29 request that could be looked at. Selectman Bauer also noted there are two meetings rooms with Middle Street ac-
30 cess, asking why are there two? Anthony Mentho indicated for staff meetings and smaller group meetings. Antho-
31 ny Mentho suggested if the meeting has only three people, you don't want a room made for 14 people, you want a
32 smaller room.

33
34 Guy Scaife indicated the Checklist Supervisors need space that is able to be locked up. At this point it is not antici-
35 pated that SNHS and Welfare will be in town hall. Selectman Bauer would like to have the best situation possible
36 for employees in the lower level. Selectman Putnam asked if the windows will remain the same or be changed for
37 more energy efficiency. Anthony Mentho responded that no new windows are in the plan. Mr. Mentho also noted
38 that because the Town Hall is on the NH Historical Register, there are requirements that must be followed if win-
39 dows were to be considered. SMP tried to create a plan that controls public access better for both safety and quality
40 of staff and for evening use of the facility so that people can get in and out but access to the building and other offic-
41 es is limited. Vice Chairman Fougere likes the layout of the upstairs and the basement level. The price is more than
42 he expected. He thought we could do a renovation on the second floor and implement it at a lower cost. \$2.5 mil-
43 lion is a lot of money. The HVAC upgrade will save a lot of money. In the future we can implement some other
44 changes. Selectman Bauer asked if he is proposing moving the Tax Collector and Town Clerk, but not the other
45 offices noting that would give Community Development more space.

46
47 Rick Riendeau indicated this is the first run through to get discussion going of this proposed renovation. This is not
48 set in stone and tonight's meeting is to stimulate this type of discussion. We can work at it and we can at least make
49 it better. Vice Chairman Fougere indicated some of the options have to do with moving out some people and it is
50 difficult for contractors to work around employees, he was an employee at Town Hall when the last renovation was
51 done and it is very difficult to work with the dust and noise. Guy Scaife said if this project is phased, the cost will
52 go up. He thought we would move everyone up to the auditorium and banquet hall during renovation construction.
53 Doing one floor and not the other would be more expensive, there are cost savings in doing both floors at the same
54 time. We would utilize DPW for moving people. The most critical space is IT because that serves all employees.
55 The HVAC system can't be piecemealed. Guy Scaife said if the ambulance space will be built out, the stairwell will
56 need to be done. Vice Chairman Fougere indicated it is not ideal, it would be best to do it all at once, but the \$2.5
57 million price tag is pretty high with a number of other projects in the queue and there are other things that need to be
58 done. Vice Chairman Fougere thought it could start with one portion of the project. As the project develops further,

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1 we can take some items off. At this stage it makes no sense to assume it is going to be lower than the estimate. Mr.
2 Mentho suggested if the plan becomes doing one portion and then later doing another, in reality the second part will
3 never get done. Mr. Mentho feels that the numbers will be honed as this goes along. Rick Riendeau suggested if we
4 try to do the whole thing at once it makes more sense. A shorter construction period of six months would work, but
5 having it lag out is difficult. Vice Chairman Fougere indicated the staff can temporarily move up to the auditorium
6 so contractors can get their work done and get out. Vice Chairman Fougere questioned some of the numbers in the
7 estimate. Mr. Mentho said one number is the "soft costs" and the other number includes both the soft and hard
8 costs. He also stated there may need to be some hazardous materials removed once the construction begins; we
9 don't know what those hazardous materials may be so there is a contingency included.

10
11 Selectman Putnam said at this time, we may just need to deal with what we have and maybe put up some temporary
12 separating walls to split up the work space. Guy Scaife stated that the needed transformer for Town Hall is not in-
13 cluded in this number; currently town hall is inadequately served by the current transformer, which has to be re-
14 placed. Rick Riendeau indicated that it is planned that the renovation would be done in the summer months. Vice
15 Chairman Fougere asked about the transformer. Rick Riendeau said that the electrical demand is out there now at
16 the maximum capacity for the three transformers outside. The service we have cannot give us enough power, that's
17 causing some of the maintenance problems because we do not have enough power. A pad-mounted transformer
18 would be the next step. Vice Chairman Fougere asked about the allowance for fire extinguishers, the biggest issue
19 for him is the HVAC and electrical/mechanical for the cost savings. Mr. Riendeau said the system is old and the
20 chiller is on the roof and is about 25 years old, so we have to look at a lot of things very soon anyway, we need to
21 consider that. Selectman Putnam asked if the transformer has been a problem for a long time, and if so why has it
22 not been looked at? Guy Scaife said that it has recently been brought to our attention. Mr. Riendeau found out in
23 the last year that the electrical service is not up where it should be. Russ Works has found motors that have burned
24 out and Rick Riendeau is finding out all of this very recently.

25
26 Guy Scaife also noted we have other very critical items on the Warrant Articles. The challenge is this number can-
27 not be refined without engineering being done, we asked SMP to put in contingencies. We can feel sure that it will
28 not be above the estimate. If the Board of Selectmen feel that we cannot afford this renovation project this year, the
29 staff would rather wait instead of breaking up the project into pieces. Consideration would be to fund the engineer-
30 ing only so that SMP could fine tune the numbers to eliminate the contingency, if the engineering was done this year
31 and we planned the construction the following year, the space vacated by the ambulance department could have
32 some demo done by DPW and the Corrections Department people so that the empty space can be used and will re-
33 duce some cost, then when doing the engineering, we could actually use that space. 2015 is the last year for the
34 payment of Brox (\$95,000), so if this were on the Warrant in 2015, the renovation would start in 2016. Guy Scaife
35 believes the staff will support a two phase approach with the architect and engineering phase done next year.

36
37 Anthony Mentho said we could reduce the unknowns by doing the engineering. Vice Chairman Fougere said that
38 for the ambulance facility, the committee went to bid; we should go to town meeting with a bid number. Anthony
39 Mentho said if we are talking about doing a hard bid, that means the engineering has to be thorough. The construc-
40 tion manager is hired right up front. Mr. Mentho will be doing the design up front; we have the drawings that can be
41 estimated and bid on by contractors. The contractors are starting to get busy, so anticipate a 3-5% increase in the
42 key trades, but it could go up even more. Each year anticipate a 3-5% increase but electrical and mechanical could
43 be even more.

44
45 Selectman Federico thinks we should get more real numbers; people have to be informed about what we are talking
46 about. It needs to get out to the public so that they understand what is and what is not in this building. Mr. Mentho
47 said that is one of the things our team will continue to try to do, to help inform the people and answer questions. We
48 use different media to get the word out. Mr. Mentho feels like everyone agrees that they do not feel the number will
49 sell, but what number would sell? Vice Chairman Fougere indicated the electrical, HVAC and mechanical is about
50 half of this budget and the general public does not see it because it's hidden. Selectman Federico asked where we
51 go from here? Guy Scaife asked that the Board consider the engineering piece. He asked SMP to get the numbers
52 to do the detailed engineering and architectural work so that we can price it out to take it to the voters.

53
54 Guy Scaife confirmed that this Board needs to make a decision on what we want to do and when. The economic
55 reality is challenging to think we could do this in 2014 with everything else on the warrant. The detailed engineer-
56 ing design would give us a better handle on the cost. Chairman Daniels asked about the engineering numbers, how
57 long would an estimate be good? Guy Scaife said it would be good through the summer of 2015. The estimate
58 should be for full architectural engineering drawings with costs; the town could bring that before voters in 2014,

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1 SMP would do their work to the detailed engineering piece, and we could come up with a number for the 2015 war-
2 rant. If that fails, we would have to re-bid it for the cost. Vice Chairman Fougere said the Library will be a similar
3 scale to this renovation. Mr. Mentho said the architectural design and engineering, once it is done, will not change.
4 That document can be used for the renovation. Except for any code changes, said Selectman Putnam. Vice Chair-
5 man Fougere feels it would be worth having SMP provide a cost of engineering. Selectman Putnam said we need to
6 look at the CIP and everything else as well.
7

8 There were no further questions.
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10 **ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Federico moved to
11 adjourn at 6:20 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
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17 Gary L. Daniels, Chairman
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Mark Fougere, Vice Chairman

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22 Kathy Bauer, Member
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Kevin Federico, Member
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27 Mike Putnam, Member
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