

**JACOB FAIRBANKS MEMORIAL TOWN HALL
RENOVATION COMMITTEE**

Minutes of the meeting of Tuesday April 4, 2006.

Members Present:

David Sargent	Jim Whidden
Christina Sargent	Tim Dumont
Mary Coswell	Wes Landry
Leo Collette, Jr.	Mike Gallant

Guest: Ron Reed, Absent
Kaffee Kang of Kang Associates

On as motion by Leo Colette, seconded by Wes Landry, the committee voted to accept the minutes of March 21, 2006 as amended with wording added "...the committee voted to instruct TA Kevin Paicos to prepare the RFP for the Project Manger. Tim Dumont and Jim Whidden volunteered to help review the candidates".

David Sargent opened up the meeting with some concerns about "Plan B". Two points were made – we need a more secure set up for town records, and we need an adequate meeting space for committee meetings.

Kaffee Kang was asked by David Sargent if the conceptual cost estimate was something that she was comfortable with. She said yes, based on the drawings so far.

Kaffee Kang gave a slide presentation of the projects that Kang Associates has completed for other towns.

Sherborn – \$2.7 M, new entrance façade with windows, NR District
Wakefield - \$850,000, NR building, added stair tower (former school) 1871 – done in 1999
North Andover –\$2.5 M, added 3,000 SF with three storey addition – 2004
Raynham - \$2.5 M, 1919 old school building, 1,000SF – 2006
Bolton – accessibility - NRD
Spencer – \$1.2 M, NRD – added elevator, remodeling (stayed in building during construction)
Melrose – City Hall, NRD, exterior re-painting, used artificial slate on the roof
Oxford – added elevator, meeting hall
Wakefield – civic center – added ramp, HP bathroom
Sterling – Public Library – 1885 and 1988 sections – HP access, worked on addition

The committee then discussed options for moving the offices from Town Hall curing construction phase:

1. Rent across the street
2. Use upstairs – recommended heaters for that option
3. Trailers – Kaffee Kang gave out handouts on type, costs,

Someone asked if the downstairs could be used instead? Wes Landry stated that it would be too small of a space.

In Sherborn they had used an old town house temporarily. N. Andover – rented space in a warehouse. North Brookfield has trailers. . Sherborn has a folding partition .

Kaffee Kang said that it adds 25% to length of job to phase it while occupying building, vs. completely moving out. It was her recommendation to move out vs. staying in the building.

Other questions were asked of Kaffee Kang:

Timeline – could it be shortened in the design phase?

Raynhan – there was a lot of interest in the bidding

Slate roof- Mary Coswell asked if the slates can be re-used? Kang responded that it depends on the condition of the slate, and it has to be done carefully.

After Kaffee Kang left the meeting, discussion then turned to whether or not we should stay with Kang Associates as the project architect, or look at opening it up.

Michael Gallant did say that there had been some cost overruns with Kang Associates in Fitchburg on a project

there.

The committee discussed talking with some other architects, trying to get some names or a list from the Massachusetts Historical Commission, Keith Chenot, also the architect that Cushing used.

It was agreed to meet in one week when Kevin Paicos would be available to meet with the committee. On a motion by Mike Gallant, and a second by Jim Whidden, it was voted unanimously to accept the RFP for the Project Manager as presented.

The next meeting will be held on Tuesday, April 11, 2006 at 6:30 P.M. in the Selectmen's Office.

The meeting was adjourned at 8:53P.M.

Respectfully submitted,

Christina Sargent
Secretary pro-tem