

TOWN HALL REVIEW COMMITTEE
REGULAR MEETING
MONDAY, APRIL 2, 2018
LITCHFIELD TOWN OFFICE BUILDING, 74 WEST STREET

The regular meeting of the Town Hall Review Committee was held on Monday, April 2, 2018 at the Litchfield Town Office Building, 74 West Street at 6:00 pm.

CALL TO ORDER: Chairman Jeffrey Zullo called the meeting to order at 6:00 pm. The minutes of this meeting will be recorded.

ATTENDANCE AND APPOINTMENT OF ALTERNATES: Chairman Jeffrey Zullo, James Hilby, Richard Quay, Lisa Losee, James Travelstead and Alternate Ann Combs. Alternate Denise Raap was absent. Public present were John Martin, Paul Hinkel, Ann Haas, Leo Paul, Matt Blasavage and Bill Nicholson.

APPROVAL OF MINUTES: Lisa Losee made a motion to accept the minutes of the March 21, 2018 regular meeting and James Hilby seconded the motion. There was one correction in the minutes. On Page 2, First Paragraph, the last sentence should read: Paul said that they will have a board meeting on 3/29/2018. Lisa then made a motion to accept the amended minutes and James Hilby seconded the motion. All were in favor to approve the amended minutes. The motion was passed.

PUBLIC COMMENT: Anne Haas would like a copy of the handout from the last meeting. Jeff said that the request should be sent to Ann Combs.

JOHN MARTIN-CAMBRIDGE SEVEN COLLABORATION ON COURTHOUSE PROGRAMMING: Jeffrey stated that as discussed at our last meeting with a motion, to bring John Martin back under contract to help us evaluate the programming aspects of the projects, specifically looking at the programming requirements and how they apply to the Courthouse and potentially work in collaboration with the Preservation Trust architect, Cambridge Seven and John Martin has agreed to. Ann Combs said that the original scope has been fulfilled and Jeff said that we would create an addendum and add this scope which would be based on the rate of \$150.00 per hour. Everyone was in agreement.

REVIEW OF PROGRAMMING SCOPE UTILIZING 2016 DESIGN AS BASELINE

A. REVIEW OF LITCHFIELD COURTHOUSE RENOVATION/EXPANSION-SIZING: Jeff stated that we have agreed, as a committee, that we will utilize the latest from John Martin's designs as a baseline. The baseline is 15, 525 square feet, total gross usable square feet and we would like to apply this to the Courthouse. John said that number did not include some of the required storage for voting machines and secure storage. Jeff said that we also have to include the Borough. Since a programming analysis was not done for the Borough, Jeff asked John Martin if he could approach Lee Losee to see what his program requirements are. Jeff asked Paul Hinkel if they had their board meeting and Paul said they did. Paul brought to the board the concept of the collaboration with John Martin. Paul said that at this time, they do not have all their reports but would like to defer them until the next meeting.

Paul said that they would like to take the performance specifications and put them out to bids to get real numbers on them to compare to the numbers that we already have, the 4.6 million which Gary Johnson generated. Paul said that since they don't have the MET and structural reports ready, he would like to defer it until the next Town Hall Review Committee meeting. Jason asked, what expense is being deferred, the expense of collaborating to figure out if the program for the Courthouse works? Jeff said that we are trying to identify if John can collaborate with Cambridge to try to apply the programming that we know now is our baseline to the Courthouse concept. John made a suggestion that the same person do the pricing for all 3 plans and Jeff agreed. Jason said from his perspective and what Jeff and John are saying, get the program figured out at the Courthouse before we do a structural and MET analysis. Jeff said that his view of the collaboration is, if John can get the DWG files and start looking at the program and how he can overlay it and understanding what we can move, then when John is satisfied that he has a reasonable program that fits, we can then sit down and discuss it. Jeff then asked John if he had any questions about the scope of what we are trying to do and John said no. John said that he might want to get back into the Courthouse and Paul said they could schedule something. Jason then made a motion to amend John Martin's contract to reflect his current billing rate of \$150.00 per hour and to add a scope of work which includes analyzing the programming needs of a proposed new Town Hall as it applies to the Courthouse against plans provided by Cambridge Seven, the architect for the Greater Litchfield Preservation Trust. Ann Combs seconded the motion. All were in favor and no one opposed. The motion was passed.

COST ESTIMATE DEVELOPMENT DISCUSSIO

A. CONSTRUCTION CONSULTANTS – OPTIONS AND TIMING: John said that we have outline specs for the 2016 plan. Jason said that we start with the concept and usually do 4 rounds of estimates and each time the documentation is more complete. Jason said that we can certainly do estimates on what we have now but would prefer not to do it in the case of the Courthouse because of the unknown. John said that the estimate he did for the 2016 plan was done in 2012, and then added a factor for inflation but needs to be updated. Jeff asked John if there is a way we can have a format of each of these plans in the same look, so when we go to the estimator, what we are trying to accomplish is the same thing in 3 different locations but the specs are looking in the same format. John said that it would be difficult because they are different kinds of projects. John said that in the 2008 plan, in the project cost, there was the cost of moving staff, renovating the building and temporary vaults. John said the 2008 was 2 separate plans – you put an addition on the back of the building, keeping the vault, when that part was finished with the new part, people were moved into the new part, tear this place down and build the rest of it which was a much more complicated process. Jeff said that the new vault would be built while the old one was still operational and the transfer the staff when the top of this building was going to come off. Jeff said that we will move out on the 2008 as is, no reconfiguration, and use that as that basis, 15, 525 for the 2016 plan with the

Courthouse programming applied to that plan, same size. Jeff said, getting back to the conversation of the approach to estimating, asked for Jason's input. Jason said a renovation estimate will be different than a new construction estimate. You will have the same format but there will be line items. With a new construction, there are site items. With renovation, there is demolition and deconstruction. Richard asked about estimators. Jason said that there are a lot of third party estimators out there to get numbers. Jeff said that we may want to consider construction managers and independent consultants. John and the Preservation Trust will also have input and then we will have a variety of numbers we can normalize or analyze what the average is. Jason then said that you start talking about what assumptions went into those estimates and if there is a spread in the number which happens all the time. Jason said that estimates are based on square footage and until you get into full-blown specs, you get into cost estimating which is the unit price for everything in the building. Jeff said then you go to the town with an estimate, which is based on the schematics which are conceptual to the point where you can get those estimates as fine as you can. Then the real specs go out to bid which is being done by an architect and a construction company, that build that in detail to go out where contractors likely sign up to a price, which is beyond us. Jeff said that we are trying to understand what the scope is, what the cost is and bring it to the town to make a decision. Jeff said that we should talk as a committee, at the end of this phase on how contingency do we want to allot. Jeff asked John for a timeline to work on and John said about 4 weeks.

NEW BUSINESS: None

OLD BUSINESS: None

CORRESPONDENCE: Lisa and Leo received an email from the State Public Administrators Office regarding Vault Approval Procedures and Requirements for the Town of Litchfield and handed out copies for everyone. Lisa said the State doesn't want us to come to them with plans but to come to them with conversations before the plans regarding vault requirements. Regarding the Probate in the walkout basement, the State would have to discuss, look and approve. Probate court follows the same regulations, however Judicial systems have the approval to digitize, it is a new rule, it is very costly, although some records are still required to be kept in the vault. The town is not allowed to do so. Lisa said that under State Statutes, the town has to provide a vault for Probate Court. John Martin asked about the 2 smaller vaults in the Courthouse and Lisa said that they could be for the Assessor and Tax Collector. Lisa said that they have records that must be kept for 30 years. Lisa was also told of modular vault units which is something to look into. Jim asked about the States response on questions and Lisa said that they are very approachable. Lisa said that the Fire Marshall is consulting also.

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PAYMENT OF BILLS: Recording Secretary bill from Barbara Balsamo for \$100.00. Richard made a motion to accept and Lisa seconded the motion. All were in favor and no one opposed. The motion was passed.

FUTURE MEEETING: Next meeting will be Wednesday, April 18, 2018. Updates from Cambridge Seven and John Martin.

ADJOURNMENT: Ann made a motion to adjourn and Jason seconded the motion. All were in favor and no one opposed. The motion was passed at 7:10 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara L. Balsamo". The signature is written in a cursive, flowing style.

Barbara L. Balsamo, Recording Secretary
Dated this 10th day of April 2018