

**Permanent Town Building Advisory Committee**  
**Meeting Minutes for October 14, 2022, at 8:00 AM**  
**Virtual WebEx Meeting**

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**Call to Order**

Chair Feldman called the WebEx virtual meeting to order at 8:00 A.M. and initiated roll call.

Roll Call: Chair Rick Feldman, Y; Janet Nicosia, Y; Ellen Keller, Y; David Giangrande, Y; Dan Casper, Y; Mark Johnson, Y.

Also Present: Brian DeFilippis, PMA Consultants, Vivian Low, and Jim Shuttleworth from DiNisco Design, Jeff Shaw and Ellen Light from Context Architecture, Karina Pena, lead on the town offices, Kevin Weeks, from PMA

**Approval of Minutes (Roll Call)**

Chair Feldman reviewed the August 19, 2022, minutes. It was moved by Ellen, seconded by Mark, and voted 6-0 to approve the August 19, 2022 minutes.

Roll Call: Rick, Y; Janet, Y; Ellen, Y; Dan, Y; David, Y; Mark, Y.

**Update on Doherty Project**

Janet introduced the Doherty School project design team. They are Vivian Low, and Jim Shuttleworth from DiNisco Design to speak about design and feasibility issues, Brian DeFilippis, project executive with PMA Consultants, Jeff Shaw and Ellen Light from Context Architecture, also working on feasibility and design, Karina Pena, lead on town offices project, and Kevin Weeks from PMA---which was hired as OPM.

- **Presentation of Plan DiNisco Design**

Kevin Weeks began by acknowledging the needed improvements at the Doherty School and introduced Vivian. Before she could begin, Ellen Keller asked for clarification between the design and architectural firms. DiNisco Design is the architect for Doherty and Context Architectural is the architect for the town offices project.

Vivian began her presentation by saying feasibility studies go back to 2018, and some changes since then. Key re-design issues are the elevator connecting three floors, the lobby and accessible entrance between Doherty School and the Town Offices, the ramp area around the auditorium, and stairs and hallways. They are wrapping up the design development phase and pricing and project will be going forward in the Spring and continue through the Summer of 2023 and possibly into the next school year.

Mark asked about how long the project would take and how it would continue when the school year begins. Vivian said a second shift will work with groupings of classroom as well as pipe and ceiling work to be minimally invasive. Mark asked about how long the elevator construction phase will take, and the answer was 6-8 months. Plans for an alternate gym during construction was mentioned.

By the Summer of 2024 the plan is to wrap up construction for two of the floors. Plans showing the elevator and what it is anticipated to look like were shown, as well as the ramp area on the second floor. When completed, all floors will be connected and the travel path for students will be made easier with an integrated ramp system.

The interior wall space will have canvas for murals and art- work. New toilets and tile finishes will be included in some areas. Rick asked about water tie-in to sprinklers, and elevator borings. Borings in some areas have taken place and It is not known at this point if a pump is needed.

Ellen Keller said she had a number of questions but would like to see the site first, David agreed, and Janet said after the meeting a visit can be arranged.

Mark asked about the budget, but before that discussion, Kevin showed the Preliminary Project Schedule for Summer 2023, which will involve invasive work. Sections of classrooms will be blocked for renovations during the school year. Elevator completion anticipated for January 2024.

**Project Budget:**

Construction costs \$6,500,000 includes:

- Fire Protection
- elevator and lobby renovations

A/E &E OPM costs-- \$785,000

Construction contingency \$560,000

Construction related soft costs testing Haz mats etc. \$223,250

**Total** \$8,068,250

The Town approved budget was \$8,000,000

Additional Town funding was \$250,000

Previously encumbered design funds \$180,000

David voiced his concern that sufficient proactive research be conducted to prevent unanticipated costs as recently happened with the Senior Center. He asked if any preliminary research/minimally invasive studies had taken place to date. Vivian responded that additional testing will be taking place in the next month or so, tiles have been removed to check duct work, and the entire building has been scanned.

Monies have been set aside for HazMat abatement if needed. Geo- tech and borings below slab into soil have been conducted in some areas—Ellen Keller asked about areas beneath slab under the elevator. Mark asked about work interruptions –would work over the summer continue in the Fall.

Janet met with the Fire department and Chris Clemente about a temporary elevator and trunk lines, which should not be an issue as water will not be hooked up to pipes until next year. Janet acknowledged David’s concerns but added the Doherty School building has not been subject to renovations/changes over the years as the Senior Center was.

**Update on Town Offices Project**

- **Presentation of Plan Context Architecture**

Karina introduced herself as part of the PMA team, working with Jeff Shaw, from Context Architecture and Ellen Light, Project Manager for Context Architecture.

Jeff then began discussion of the Andover Town Offices Renovations, noting there were various phases involved. Interior work needs to be controlled due to town worker occupancy. On the third floor, the Select Board room will be expanded to twice its size. In response to Mark’s question, there will be one additional smaller conference room. Improvements to vestibules and stairs, with stand- pipes in the stair wells was noted. Additional office space for staff is being constructed.

The sprinkler system was discussed, and slides showed the access to the attic above the ceiling for pipe work. Will try to limit interfering with wires to keep costs down.

Ellen Keller asked why sprinklers were not previously identified and have now increased the scope of work for the project. Jeff noted meetings with the fire department and Janet mentioned the 33% rule which triggers certain requirements based on how much area is renovated.

The first floor (lower level) renovation will involve a one stop customer service center intended to allow residents access to materials at a center aisle table with internet. Staff and small conference rooms will be available for further assistance and seating along window area will be ADA compliant.

David asked about how the existing conservation, planning, and other offices will function within this new customer service center. Mr. Lawlor addressed this issue, saying the newly designed customer service center will be the first point of entry to information with respect to all departments and will provide a triage for services.

Janet noted this area on the ground floor is accessible to all into the building from the outside. Signage to indicate new entrance will be provided. Janet added that clear numbers as well as signage on buildings are needed to help with deliveries as well. Jeff talked briefly about the second floor—expanded openings in halls.

**Presentation of Timeline and Logistics PMA**

Karina talked about the time- line as follows:

Third floor town move out-- week of 5/7/2023

Third floor town move in-- week of 10/1/2023

GC to return for installation of storefront 1/14/2024 to 2/4/2024

Breakout in weeks for structural metals framing, sprinkler systems, fire alarms, entrances, acoustic ceilings, resilient flooring, carpeting, HVAC, and electrical were noted.

Professional documents will be ready prior to going to bid in January 2023. Construction will begin in May. Some submittals will need to be approved right away due to the long lead times on some of the materials.

Rick asked about the sprinkler and Janet said there is a solid plan for sprinklers throughout the building. Bidding is taking place now for the third floor. In-house employees may be involved in construction of the customer service center. Customer service and third floor could be finished by Spring of 2024 with an October start.

Karina gave an overview of the following Project Budget:

Updated: 10/11/22	Project Budget
A.M. Fogarty & Assoc., Inc. May 2021 Estimate (5% Construction Contingency and Escalation is included)	\$2,000,000
<b>TOTAL DIRECT CONSTRUCTION COSTS</b>	<b>\$2,000,000</b>
<b>A/E DESIGN COSTS</b>	
Context Architexts	\$220,175
<b>OWNERS PROJECT MANAGER</b>	
PMA Consultants LLC.	\$50,000
<b>TOTAL A/E &amp; OPM COSTS</b>	<b>\$270,175</b>
<b>CONSTRUCTION RELATED SOFT COSTS</b>	
Commissioning Agent (NVS)	\$21,000
FFE & Technology Allowance	\$150,000
Total Probable Cost of Equipping	\$171,000
<b>TOTAL OWNER SOFT COSTS</b>	<b>\$171,000</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$2,441,175</b>

Janet talked briefly about Town Meeting funding. ADA improvements/accessibility monies and additional funds allotted in last year:

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PMA Consultants LLC	\$50,000
<b>TOTAL A/E &amp; OPM COSTS</b>	<b>\$270,175</b>
<b>CONSTRUCTION RELATED SOFT COSTS</b>	
Commissioning Agent (NV5)	\$21,000
FFE & Technology Allowance	\$150,000
<i>Total Probable Cost of Equipping</i>	<i>\$171,000</i>
<b>TOTAL OWNER SOFT COSTS</b>	<b>\$171,000</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$2,441,175</b>

### Placeholder for Change Order Recommendation (Vote)

Janet talked about a request to the Town Manager for an amended proposal for several additional architectural and professional cost services with a total fee of \$34,500 based in part on documentation of detailed existing conditions, and late charges and coordination.

Janet said we can move forward quickly with this and be ready for bidding. More designs details since studies in 2017 and revisions to fees. Ellen Keller asked if sprinkler work will be included in the and Janet responded yes. Jeff added that it also includes stand- pipes and infrastructure. Janet noted this is a complicated process, but we have a great team. Jeff explained some of the additional changes or cost estimates which are out of date as well as the need to design plans for a tie-in to an eight-inch water main.

*It was moved by Mark, seconded by David, and voted 6 -0 to approve and recommend to the Town Manager the additional service request for \$34,500.*

*Roll call: Rick, Y; Janet, Y; Dan, Y; David, Y; Mark, Y; Ellen, Y*

### Update on School Projects

Mark gave a brief update on High School sustainability issues. The architects are setting up interviews with various school departments to complete the Education Plan. Meeting next Thursday.

### Next Meeting Dates

There will be a Doherty School site visit on Friday, October 28, 2022, at 8 A.M. Meet outside the side entrance of the town offices. The public will be notified. Kevin will organize.

Next Committee meeting will be Friday December 9, 2022, at 8 A.M.

### Adjournment (Roll call)

It was moved by Mark, seconded by Ellen. and voted 6-0 to adjourn at 9:31 A.M.

Roll call: Rick, Y; Janet, Y; Mark, Y; David, Y; Dan, Y Ellen, Y.