

**Town of Newbury
Municipal Building Committee/Town Hall Building**

MINUTES – Approved 10/25/2022

DATE: September 27, 2022

Present: Bob Connors (BC), Eric Svahn (ES), John Kellar (JK), Martha Taylor (MT), Dana Parker (DP), Geoffrey Walker.

Absent:

Bob Connors opened the meeting at 7:31 a.m.

1. Municipal Building Committee Charge

A committee, consisting of 3 voting members and 2 advisory members will be appointed to work with architects and OPMs to deliver plans for and construction of a Town Hall that meets the needs of the Town of Newbury and will address the projected growth of same over the next 30 years. The committee shall coordinate all bidding and construction with the Chief Procurement Officer of the Town. No expenditure of funds shall be permitted without approval of the Town Accountant and Chief Financial Officer. The Committee shall conform to all Open Meeting Law and Public Record Law requirements.

The Committee shall meet regularly and shall provide the Select Board with periodic updates.

2. Organization of the Committee

A motion was made by ES, seconded by JK. to elect Bob Connors as Chairman. Voted 3-0 in favor

A motion was made by BC, seconded by JK to elect Eric Svahn as Vise Chairman. Voted 3-0 in favor

A motion was made by BC and seconded by JK to elect John Kellar as Clerk. Voted 3-0 in favor.

3. Kickoff Work Sheet:

- A. Reviewed AIA process and assessed time frame for two phases: Design and Construction Administration phases. Lessons learned from the Police Station project would be to not have any Design/Build services in the bid package and that all design services be included in the architect's fee. Context is currently the architect having completed conceptual documents only. An RFP likely be required for their fee for this project. All to be further discussed in future meetings.
- B. Reviewed OPM process which will begin with MT preparing an RFQ draft from the Police Station RFQ to be reviewed by team ahead of the October 25, 2022 meeting where the team will present comments and recommendations to finalize the RFQ for advertising for the OPM services.
- C. Project budget estimates will include all costs, hard (Construction) and soft costs. The

architect will include civil and geotechnical services in their fee. The budget will include FFE, IT, Testing, security and Access control, Commissioning, Air Balancing, Secure walls and Windows in reception areas, etc.

- D. The town's Internet Server was reviewed. It currently sits in the old town hall. This will require a change or temporary relocation
- E. The Vault in the old town hall may not have any value worth saving or reselling it for. Further discussion to be had.

4. Workspace Benchmarks Review

The Committee briefly reviewed publication for ideas for space planning and programming

5. Town Hall Presentation:

The Committee reviewed the Town Offices Concept Leveling Plans as presented by Context Architects, June 2022.

6. Newbury Town Hall Program Comparison:

- A. The Committee briefly reviewed the comparison space need summary sheets. It was a comparison of the existing space and the needed space.
- B. Site Locations were reviewed. A priority was to have municipal services. Morgan Ave and Kent Way seemed to have the most strength. Further discussion will be had at future meetings.

7. Citizens Concerns:

Jack, Expressed that having a thorough review of sites needs to be taken to meet all the needs of the town and the cost of the project.

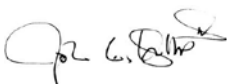
8. Next Steps:

Committee members are to review the draft RFQ and make an initial round of edits. Once the draft is finalized, the Committee will meet with the Selectboard to do a "high level" review of the contents.

On a motion made by **D. Parker** and seconded by **E. Svahn**, the meeting was adjourned at 8:52A, a.m.

NEXT MEETING: Tuesday, October 25, 2017, 7:30 a.m., via ZOOM

Respectfully submitted,



John W. Kellar, III, TON/MBC Clerk