

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

MEETING MINUTES

DATE: November 15, 2022

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

Absent:

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

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. The Meeting is held via Zoom and Roll Calls are performed for voting.

1. Tab 1: Meeting Minutes from November 15, 2022

Meeting Minutes from the October 25, 2022 meeting were reviewed. MT offered an addition and two corrections:

- a. Add: This is a Zoom meeting and Roll Calls are performed for voting
- b. Correct 8B to "High Road"
- c. Correct 14E to "Water Supply Protection Overlay District"

A motion to approve was made by DP, second by BC. The minutes were unanimously approved.

2. Tab 2: Agenda

a. Tab 3: Project Schedule, all Phases.

The timeline proposed is as follows, in preparation for Spring 2023 Town Meeting:

Ballot Question Approval by Selectboard by March 27, 2023

Submit Ballot Question for April Town Meeting: March 29, 2022

Town Meeting: April 25, 2023

Exclusion Vote: May 09/2023

Bid Documents: November 1, 2023

Complete Project: February 1, 2024

b. Tab 4: Context (Architect) Contract; BC asked if ES and Tracy Blais would review proposal

from Context. The discussion amongst the committee was that working with Context, who was the Newbury Police Station Architect, that they did a very good job with the police station project and that we are familiar with each other weighs heavily in this process. With that we agreed to go forward with working out a contract agreement with Context.

c. Tab 5: Concept Level Planning

1. Context Concept Plan review
2. Martha Taylor and Tracy Blais Plan review and comments

d. Tab 6: Establish an estimate of probable costs:

- a. 10,440 sq ft was used as a benchmark for the conversation in this meeting.
- b. \$ 640.00/ SF was used for the Office Space and \$ 500.00/SF for the attic space
- c. Total Budget: \$ 10,785,275.00 (100%)
Construction Cost: \$ 8,233,000.00 (77%)
Soft Cost: \$ 2,361,975.00 (23%)

e. Tab 7: Revised Program Comparisons.

Tracy Blais and Martha Taylor reviewed the existing areas and the required area needed to provide adequate area for all services proposed. The required area would total out to a gross area of 12,952 sf.

New Business

1. **Communications with Context and Vertex (OPM):** BC will be in contact to further discuss with John Lemieux (Vertex) an amended RFQ to continue with Vertex as the OPM. BC expressed an interest in requesting Doug Gordon be the Project Manager/Clerk of the Works if TON goes forward with Vertex. DG was the replacement COW for the Police Station and did an excellent job in that role.
2. **Geotech:**
 - a. It was discussed that we request that TON procure the services of a firm to perform boring and soil evaluations of the site on High Road and Morgan Ave. Context would locate these points.
 - b. MT will review the 21E Site Assessment

Citizens Comments:

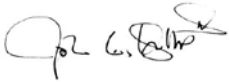
Jack Rybioki: Is the demolition included in the proposed cost. BC indicated it is. He expressed the concern with the impact with the Fire Station

Jim Moran: Can the package be attached to the agenda. Agrees space is well done by TB and MT. Asked if the cost per SF \$ 640.00/SF the value was still being used. He felt the schedule was reasonable.

On a motion made by J. Kellar and seconded by E. Svahn, the meeting was adjourned at 8:44 a.m.

NEXT MEETING: Tuesday, December 13, 2022, 7:30 a.m., via ZOOM

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John W. Kellar, III".

John W. Kellar, III, TON/MBC Clerk

APPROVED