Town Hall Barrier Removal Committee
Minutes of November 24, 2009

Meeting convened at 6:15. Members present: Donald Faugno, Barbara Clancy, David Holdcraft, Clarence Snyder and Peter O'Connell. Absent: John Wild and George Dellomo.

Also present: Steven McAlister, Clark & Green

Minutes: Approval of the minutes of the September 30 meeting was deferred.

Chairman Donald Faugno opened the meeting by distributing copies of floor plans, a narrative overview, and detailed cost estimates provided by Clark and Green describing a three-phase plan to renovate the Town Hall. The three phases could be summarized as follows:

Phase I: Complete all barrier removal requirements (elevator, handicapped accessible bathrooms on the main floor, widening of doorways and refitting them with appropriate hardware, wheelchair lift for the auditorium stage), install a water line and whole-building sprinkler system (state requirement triggered by the cost of phase I) and modest external site work) and insulate the third floor ceiling to reduce heat loss in the building.

Cost: $1,639,026 plus design costs. This phase would be eligible for up to $900,000 in CDBG grant funding, though there is no guarantee of this.

Phase II: Replace Infrastructure including seismic and septic upgrade, some HCAC upgrades, window replacement, renovation of the basement for future occupancy and records storage, construction of a kitchen adjacent to the main auditorium, and construction of additional bathrooms on the auditorium level.

Cost: 2,056,404 plus the design costs. None of this would be eligible for grant funding unless new state or federal funding were available for the construction of police stations.

Phase III: Heating system replacement and air conditioning to most places, reconfiguration of offices and meeting spaces on the main floor and on the top floor, installation of all remaining bathrooms on balcony level and top floor, exterior masonry conservation and cleaning, etc.

Cost: 1,533,579 plus the design costs

The total cost if done over three years in three separate phases: $5,229,009 not including design costs and other project costs. If the project extends out over more years, then costs would increase by an estimated 4% per year or more, depending on inflation.

The Committee discussed several issues including:

Insulation: It was agreed that the project should include insulation of the windows and roof, but not the walls because of the limited benefit for the cost and the potential risk to the building masonry. The estimates include costs of insulating the walls, so this decision would lower the costs.

Basement: Members present felt that it was essential to rehabilitate the basement for some use.

Displacement of staff: Cost estimates do not include the cost of providing temporary quarters for staff during construction.

Phases: There was some agreement that a three-phase plan was both too costly and disruptive of the Town Hall as a work and meeting place for too many discrete periods of time. The maximum number of phases was two with a clear preference on the committee to do the work in one phase, if the Town would vote for it.

Comparison of costs if the elevator were to serve only the main floor and the auditorium level rather than all levels: Steve will come back to the Committee with this information.

Comparison of complete renovation of Town Hall to an ideal building that serves only the municipal office function, but provides no space for an auditorium, seniors, or a police department. Steve will come back to the Committee with this information.

Financing the Project: Donald Faugno will meet again with Jim Dunbar to get information about financing options and the costs to the Town.

Elements of a Public Information Program to educate the voters: There was agreement that once the Committee and the Board of Selectmen agree on a recommendation, the Committee needs to be reformed to begin the process of educating the public.

Next Meeting: It is very important for all Committee members to attend the next meeting to come to a decision about whether to recommend that the project be design, bid and built as one project or to propose a phased project. Therefore, the meeting was set for the afternoon of December 7 in the Town Hall.

Next Meeting: December 7 at 4:00 in the Brookfield Elementary School Library

Adjournment: Peter O'Connell moved and David Holdcraft seconded the motion to adjourn the meeting. So voted at 7:50 P.M..

Respectfully submitted,

Peter O'Connell, Clerk