

DRAFT MINUTES

Town Hall Building Committee

Meeting Date: May 25, 2022

Meeting Time: 7:00 PM

Meeting Location: York Beach Fire Station

Committee Members Attending: Wayne Martin (Chair), Gary Woods, Robert Hand, Elaine Morgillo, Marla Johnson (Budget Committee Rep),

Committee Members Absent: Brud Weger, Jeff McConnell (ex officio representing First Parish Church), Robert Palmer (ex officio representing the Board of Selectmen)

Others Attending: Lita Semrau, Julie Ethridge, Steve Burns

1. Success!

- Voters approved the capital request for Renovation and Expansion of the Town Hall by a vote of 1,754 to 819.

2. Selection of Architectural Firm

- Wayne explained that Port City Architecture's contract expired prior to the public vote on the capital request, and that a new contract is required to bring the project to completion.
- Steve indicated the selection of firms was put out for public bid at the start, and that the expectation is that the Town will continue with the firm initially chosen unless there was a problem with them or their work. Port City Architecture has done well to date so there is no reason to change.
- Motion: Recommend to the Selectboard to hire Port City Architecture to complete the Town Hall Renovation and Expansion Project for the price specified in their budget proposal, and terms as deemed appropriate by the Selectboard
- Moved by Marla. Seconded by Gary.
- Vote: 5-0 to approve.
- Lita will provide a written proposal letter for the proposed work, this to be delivered by June 2nd for inclusion in the Selectboard meeting packet.
- Steve will add this request to the Selectboard's June 6th agenda.

3. Town Tasks

- Lita explained there are a number of tasks in which the Town needs to participate, or initiate. In no particular order, these include:
 - Hire geotechnical company to evaluate soils at the building site;
 - Hire a surveyor to create a detailed existing conditions plan (and possibly the proposed site plan?);
 - Check with all Department Heads to identify all local permitting requirements and to flag issues early:
 - Amber (Code)
 - Dean (DPW)
 - Dylan (Planning)
 - Chris (Village Fire)
 - Owen (Police)
 - Wendy (Finance)
 - Work with Asha Echeverria of Bernstein Shur for legal advice and direction to move the project forward, and to start advancing the Construction Manager selection process
 - Funds:
 - Find out from Wendy Anderson when the newly approved capital project funds will be available to spend;
 - Find out when the Town can begin incurring expenses to be charged to the capital project;
 - Find the balance of the existing funds;
 - Show the cost estimates for safety renovations at 36 Main Street, which will be used for temporary staff housing during the second phase of TH construction
 - Loop the Energy Steering Committee leadership (Susan Covino and Len Loomans) into the TH project so they can have early input on energy-related considerations;
 - Loop Logically (via Eric Bordeau, our primary contact) into the TH project so he can provide early and on-going input on IT-related considerations;
 - Negotiate an agreement with First Parish Church to use their portion of the Town Green during project construction;
 - Lita, Wayne and Steve will meet to begin gathering feedback for the detailed design work at 9:00 AM on June 1st. This will eventually lead to obtaining feedback from all Departments to be housed in Town Hall.

4. Permitting Requirements

- Lita and her team will determine all permitting requirements for the project
 - State
 1. Site Location of Development?

2. MDOT
3. Fire Marshal's Office (Life/Safety, ADA)
4. Other?
- Local
 1. Planning Board – Site Plan
 2. Historic District Commission
 3. Building Permit
 4. Plumbing Permit
 5. Post-Construction Stormwater Management Ordinance
 6. Other?
- Utilities
 1. CMP
 2. York Water District
 3. York Sewer District

5. Future Meetings

- It was agreed to continue meeting on Wednesday evenings, every other week.
- Wayne will check to see if we can shift to the Police Station training room given the activity levels in York Beach during the summer months.
- **Next two Committee meetings:**
 - **June 8, 2022 7:00 PM**
 - **June 22, 2022 7:00 PM**

6. Adjourn

- Moved to adjourn
- Moved by Marla. Seconded by Gary.
- Vote: 5-0 approved

Time Adjourned: 9 PM

Respectfully submitted,
Steve Burns, Recording Secretary

Date of preparation of DRAFT minutes by the recording secretary: May 26, 2022

Date of adoption of FINAL minutes by the Committee: _____