



Public Works Facility Building Committee

Meeting Minutes

Montague Town Hall
One Avenue A, Turners Falls, MA 01376

Tuesday, January 15, 2019 @ 5:30 PM
1st Floor Meeting Room

Present: Pam Hanold, Tom Bergeron (Highway Supt.), Bob Macewicz, Ken Morin, Steven Ellis (Town Administrator), Mark Fairbrother, Mark Williams, Ariel Elan, Jason Burbank, Richard Whidmer (Alternate Member), Gregg Yanchenko (HKA), Mike Vianna (HKA), Neil Joyce (CMS)

Absent: Dave Jensen, Jay DiPucchio,

AGENDA

1. Meeting Minutes – December 20, 2018 – Motion / second Unanimous in favor.
2. Kick-off & Organizational Goals:
 - a. Completed OPM & Designer Selection
 - b. Site Visit prior to meeting/ topo survey is in process (Eaton & Associates). Gathering of background information on site utilities are in process.
3. Design Phase Overview
 - a. In general, Tuesday evening meetings will work. Avoid first Tuesdays (Conflict with Energy Committee Meetings) when possible.
 - i. Topo survey expected by end of month
 - ii. First committee meetings will be approx. 30-days from now (Feb 12th).
 - iii. Start with original program from W&S Study. Refine programming and site development prior (schematic design and programming) and on-site meetings with DPW Staff & Highway Supt. in the interim. Tom will provide primary feedback to HKA, with all product coming back to the committee for review and confirmation.
 - iv. Preliminary Cost Estimate by mid-February
 - v. Visitation of HKA's previous projects as references in interim
 - b. Priorities for current phases
 - i. Site Layout
 1. Generically established (see previous study information)
 2. Further Refinement is expected - building orientation to maximize solar, natural lighting, etc.

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3. Site Clearing - Selective Hardwoods (healthy) may be retained, but pines in proximity to building will be cleared. Trees may be replaced with grant program and with native plantings (Hawthornes, Honey Locust, etc.)
4. Potential development of Microgrid in the area of the site (grant provided for design study outside of project). Look at possible solar canopy (grants), etc. for covered parking areas (to be further developed).

c. HKA – Pre-Engineered Building Discussion

- i. Inexpensive option – HKA suggests 15-yr bldg. life is typical / insulated metal panels as exterior envelope, with exterior masonry walls and interior concrete knee walls at perimeter of vehicle and maintenance areas to extend metal panel life cycle (protection from impact). Extend to 50-yr bldg. if budget allows.
- ii. HKA confirmed roof structure to support ballasted solar panels (code requirement).
- iii. HKA suggests exploring a flat roof, unless committee is adverse. HKA cited efficiency in reduction of volume (flat roof vs sloped roof – less volume, less heating, less lighting, etc.) Flat roofs provide increased flexibility for equipment, solar, and maintenance. Drain to exterior scupper (no interior roof drains). Town is skeptical of flat roof applications. Table discussions for later consideration, and review of facilities in place. HKA will provide matrix of cost alternatives, and initial plans for site visits of other projects scheduled for January 25, 2019. HKA to confirm.
- iv. HKA further commented that Air Barrier is critical to efficiency of envelope. Tight seams and tight connections are not always possible with metal panels
- v. Vehicle Maintenance areas should have 22' ceilings, with 14-18' in height in other areas / Town does not believe added volume would be detrimental.
- vi. If roof is traditionally insulated, HKA suggests a liner panel in lieu of scrim.
- vii. Perpendicular vs Diagonal Parking – If footprint is the same, committee is open to either pattern / may change seasonally. Generally, staying within 95' building width
- viii. Vehicle maintenance areas – 60' per W&S study. If larger space is required, HKA will further develop. Specifically need for long term servicing of vac truck (high maintenance needs).

d. Review of Current Floor Plans / Existing Study Materials – HKA suggests reorganizing interiors, and maximizing mezzanine space.

- i. Mission of Committee is to bring project to completion on budget. To the extent that change adversely affects costs, committee is not open to change consideration. HKA reiterated no anticipation the project will be over budget / design to budget is expected.
- ii. Heating – Radiant heating in Mech Bays (review use in storage and maintenance areas) with Heat pumps in offices and break rooms. Supplemental exhaust and

air exchanges are required by code and will require mechanical systems (air handling units or roof top units). Also consideration of CO & NO detectors and required ventilation with start of engines, operations.

- iii. Bi-Directional Antenna - Town should expect to pay for BDA as part of project. HKA advises it may be carried at a Unit Cost, and would only be required if needed. Need can not be determined until the structure is complete and communication systems tested in the building.

e. Town Responsibilities:

- i. HKA requested the committee to provide vendor information for security and/or camera requirements. This is required for consideration of envelope and backbox placement. Further discussion of site fencing, gates, key fobs, access control systems will also be required.
- ii. HKA suggested heating source (oil or electric) should be defined, and further noted the existing moratorium on new gas services in Franklin County due to ongoing supply issues. Town confirmed that oil is readily available through county-wide bid. This will require confirmation.

- f. META Report – Summary report of current status was provided to committee for review. A completion in mid-January is anticipated, with final report to follow.

4. Topics not Anticipated in 48 Hours of Posting – As identified above

5. Next Meeting Date with HKA – February 12, 2019 @ 5:30 PM.

6. Meeting Adjourned – 8:10 PM