

**FINAL**

**LEBANON CITY COUNCIL  
MINUTES, WORK SESSION  
COUNCIL CHAMBERS - CITY HALL  
TUESDAY, SEPTEMBER 17, 2019  
6:30 P.M.**

**MEMBERS PRESENT:** Mayor Tim McNamara, Assistant Mayor Clifton Below, Bruce Bronner, Erling Heistad, Jim Winny, George Sykes

**MEMBERS ABSENT:** Suzanne Prentiss, Karen Liot Hill, Karen Zook

**STAFF PRESENT:** City Manager Shaun Mulholland, Deputy City Manager Paula Maville, Planning & Zoning Director David Brooks, Director of Public Works, Jim Donison, Rich Adams

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Mayor McNamara called the meeting to order at 6:35 p.m.

**1. UPDATE: CITY HALL RENOVATION PROJECT**

Bert DeLaBruere (ReArch Company), Jason LaCombe (SMP Architecture, Inc.), Jim Donison (Director of Public Works) and Shaun Mulholland (City Manager) came before the Council to present the updated Plans for City Hall 2020 Renovation – Phase 2 Project.

Mr. Mulholland said the goal is to update the Council for the 2020 CIP Project, and get acquiescence from the Council in order to move forward with the project, noting that in order for this project to go out to bid, it would have to go out with the prices as they are today. If the Council does not approve, the City will be dealing with next years (2020) prices.

The issues that will be addressed in this project are:

- Energy Efficiency related, in terms of reducing City Hall’s greenhouse gases.
- Adding insulation in the roof and walls, adding energy efficient windows, and replacing the lighting with more efficient LED lights.
- Safety & Security. The building was built in 1923 and does not meet modern safety and security needs.
- CO2 issues, which will be partially addressed with the replacement of the HVAC system, but will not be totally addressed. Placing new vents in the right locations will help address this issue.
- Addressing layout deficiencies.
- Upgrading technology, since the City will be going digital.

Mr. Jason LaCombe gave a PowerPoint presentation regarding the scope of the 2020 Phase 2 Project. The presentation covered the efficiency changes to the work areas on Level 1 and Level 2 in order to improve services to the City’s residents, addressed Safety and Security issues, and improvements to enhance energy costs and savings by adding insulation to the exterior walls and replacement of energy efficient windows. He presented and described the floor plan changes for the following:

- Level 5: Adding and repurposing meeting room space; Planning Department layout; exterior wall insulation; adding energy efficient windows; and bringing the ceiling back to its original state.

- Levels 2 and 3: Floor plan changes that would address some security issues for the employee work spaces; exterior insulation; replacement of old windows with new energy efficient windows; and addressed the Opera House Box Office.
- Level 1: Creating meeting room spaces and a staff break room, adding an ADA compliant bathroom and discussed the locations of two other restrooms, new Council Chambers, creating a maintenance office, adding a new access to the basement (center stair well will remain), adding insulation to the exterior walls, replacement of windows, and how they would be addressing interior water proofing.

The Resilient Buildings Group did several energy studies, and set-up energy models for all of the options, but the one that represents the scope of the work (Scheme 24) presented would provide roughly a 35% decrease in energy use and a reduction in the City’s carbon emissions.

Mr. Bert DeLaBruere (ReArch Co.) presented and reviewed the following budget items to the Council:

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Project: <b>Lebanon City Hall</b>		Date: <b>10-Sep-19</b>				
Bid Matrix		A	B	C	Division Total (Final)	Delta
D #	Description	Original Phase 1 & 2 - All but Level 2 work	Original Phase 3 All Level 2 work	Original Phase 1, 2 & 3	Current Contract for limited scope on 8/16/19	Remaining budget for remaining work
1a	Pre Construction	\$ 6,148	\$ 3,073	\$ 9,219	\$ 6,148	\$ 3,073
1b	General Conditions	\$ 174,620	\$ 144,451	\$ 319,071	\$ 220,458	\$ 98,613
	General Conditions after 2/28/20	N/A	N/A	N/A		\$ 147,171
	Final Cleaning	\$ 6,132	\$ 3,421	\$ 9,553	\$ 7,226	\$ 2,327
	Lift Rental/Staging	Included in trades below	Included in trades below	\$ -	\$ 26,840	N/A
2a	DIV-2A - Selective Demolition	\$ 119,654	\$ 65,210	\$ 184,864	\$ 65,451	\$ 119,413
3	DIV-3 - Concrete	\$ 48,929	\$ 885	\$ 49,814	\$ 1,000	\$ 48,814
4	DIV-4 - Masonry	\$ 35,634	\$ 34,260	\$ 69,894	\$ 25,500	\$ 44,394
5	DIV-5 - Metals	\$ 397,613	\$ 3,376	\$ 400,989	\$ 383,679	\$ 17,310
6a	DIV 6A - Rough Carpentry	\$ 129,776	\$ 3,377	\$ 133,153	\$ 121,789	\$ 11,364
6b	DIV 6B - Finish Carpentry	\$ 47,751	\$ 21,915	\$ 69,666	\$ 11,398	\$ 58,268
6c/6d	DIV 6C - Millwork & Countertops	\$ 53,980	\$ 31,418	\$ 85,398	\$ 7,470	\$ 77,928
7a	DIV-7A - Insulation	\$ 142,861	\$ 28,145	\$ 171,006	\$ 65,772	\$ 105,234
7b	Fire-stopping	\$ 1,642	\$ 723	\$ 2,365		\$ 2,365
7c	Joint Sealant	\$ 11,832	\$ 3,481	\$ 15,313		\$ 15,313
7d	Waterproofing	\$ 36,354	\$ -	\$ 36,354		\$ 36,354
7b	DIV-7B - Roofing	\$ 356,148	\$ -	\$ 356,148	\$ 335,807	\$ 20,339
8a	DIV-8A - Door, Frames, Hardware	\$ 60,377	\$ 43,559	\$ 103,936	\$ 11,626	\$ 92,310
8b	DIV-8B - Exterior Windows	\$ 264,753	\$ 51,309	\$ 316,062	\$ 32,408	\$ 283,654
8c	Glass & Glazing	\$ 9,335	\$ 13,785	\$ 23,120		\$ 23,120
9a/9b	DIV-9A - Framing, Drywall, ACT, Taping	\$ 158,845	\$ 83,707	\$ 242,552	\$ 35,103	\$ 207,449
9c	DIV-9B - Flooring	\$ 48,136	\$ 27,908	\$ 76,044	\$ 7,550	\$ 68,494
9d	Plaster	\$ 22,741	\$ 8,240	\$ 30,981		\$ 30,981
9d	DIV-9C - Painting	\$ 76,730	\$ 31,961	\$ 108,691	\$ 17,415	\$ 91,276
10	DIV-10 - Specialties	\$ 39,706	\$ 2,291	\$ 41,997	\$ 19,724	\$ 22,273
11	Equipment	\$ 5,988	\$ -	\$ 5,988		\$ 5,988
12	Furnishing	\$ 6,700	\$ 740	\$ 7,440		\$ 7,440
13	Special Const. - North & West Ext Stair work	\$ 35,179	\$ -	\$ 35,179		\$ 35,179
15b	DIV-21 - Fire Suppression	\$ 61,131	\$ 24,194	\$ 85,325	\$ 25,469	\$ 59,856
15a	DIV-22&23 - Mechanical	\$ 665,720	\$ 269,410	\$ 935,130	\$ 774,388	\$ 160,742
	DIV-25 - Controls	\$ 56,650	\$ 16,500	\$ 73,150	\$ 55,135	\$ 18,015
16	DIV-26 - Electrical	\$ 347,442	\$ 175,771	\$ 523,213	\$ 59,074	\$ 464,139
2b	DIV-31 - Site Work	\$ 61,893	\$ 23,309	\$ 85,002	\$ 58,600	\$ 26,402
	<b>Sub Total</b>	<b>\$ 3,490,196</b>	<b>\$ 1,116,419</b>	<b>\$ 4,606,615</b>	<b>\$ 2,375,028</b>	<b>\$ 2,405,598</b>

This budget was updated to reflect 100% of the CDs for the exterior envelope work that was done. Funds were added for general requirements/conditions because there is a gap between now and when this project would be approved. A worst case scenario was assumed. The current contract ends at the end of February, so the best time to put this project out to bid would be this fall (2019). If Mr. LaCombe is given the OK, bids would go out in November 2019 in order to avoid the typical manufacturers increases that go into effect on January 1<sup>st</sup>. Actual bid results would be in by December (2019), and the work can start the beginning of January 2020, saving roughly \$50K+.

The following is a Summary of the Soft Costs for Phase 2, which has been added to what ReArch currently has in their contract. This is assuming a bidding takes place this fall.

Project **Lebanon City Hall**

Date: 9/13/2019

**Project Summary - Phase 2**



<b>Lebanon City Hall - 2019 Cost Summary:</b>		<b>13-Sep-19</b>	
<b>Description</b>	<b>Yes, No, Pending</b>	<b>Phase 1 - Under Contract</b>	<b>Phase 2</b>
Architectural, Structural, MEP		\$ 284,670	\$ 109,500
Commissioning		\$ 30,000	\$ 10,000
Owner Contingency		\$ 140,000	\$ 110,000
Testing & Special Inspections		\$ 15,000	\$ 5,000
Hazmat Survey/Removal		\$ 30,000	\$ 70,000
Building Science - To see if Spray foam should be increase from 3" to 5"		\$ 8,000	N/A
Utility Cost & Fees		\$ 15,000	N/A
Furniture		N/A	\$ 114,000
Technology Purchase/Install for AV equipment and Sound System		N/A	\$ 276,000
Temporary Leasing location		N/A	\$ 132,000
Relining of Chimney		N/A	\$ 20,000
Moving/Temp Storage		N/A	\$ 35,000
<b>Sub Total - Owner Soft Cost =</b>		<b>\$ 522,670</b>	<b>\$ 881,500</b>
<b>ReArch Construction - Phase 2 Estimate/ remaining budget dated Sept 10, 2019</b>		<b>\$ 2,644,829</b>	<b>\$ 2,711,271</b>
<b>Sub Total ReArch Construction Cost based on 8/14/19 Estimate &amp; Bid Results =</b>		<b>\$ 2,644,829</b>	<b>Have not Bid Phase 2</b>
<b>Total Owner Soft Cost + ReArch Construction Cost or Estimate for Phase 2 =</b>		<b>\$ 3,167,499</b>	<b>\$ 3,592,771</b>
<b>Total Available Funding =</b>		<b>\$ 3,450,000</b>	<b>TBD</b>
<b>Delta (Available Funding - Total Project Cost) =</b>		<b>\$ 282,501</b>	<b>\$ (282,501)</b>
<b>Phase 2 - Total Estimated Cost =</b>			<b>\$ 3,310,270</b>

Mr. Mulholland noted that the City Hall storm drains are tied into the sanitary sewer system, so the building is in violation of the City’s own regulations. As part of the Phase 2 project, this will be

addressed and is included in the cost. He also informed the Council that there would be no addition costs associated with them being displaced while construction is taking place because they would be using school facilities or the building next door.

**Councilor Sykes arrived at 7:07 PM.**

In response to Councilor Bronner's question, Mr. Mulholland said the layout on the 5<sup>th</sup> floor was a little different in terms of the entrance to the Planning Department due to a cross beam in the wall which, if removed, could compromise the structural integrity of the building.

The Council discussed the location and layout of the City Chambers; flipping the location of the Council seats to face the new meeting room; salvaging the trim; how the City can afford the additional \$3.3 million; and the number of bathrooms on Level 5 and their ADA compliance.

Councilor Below felt this was an appropriate plan, but did not go far enough in terms of insulating the building but goes as far as it practically can. He saw an opportunity for savings by giving the City Manager the okay to proceed with the design completion and bidding this fall, noting it would still need the actual appropriation.

Councilor Heistad spoke about bidding for next year and was concerned about an increase in cost when the work is actually done. Mr. DeLaBruere said that if this goes project goes out to bid this fall, and a contract is received by a bidder before the first of the year, the bidders can lock in their vendor prices in 2019 dollars. If there is no contract, then the bidders would only be able to speculate on the costs.

In response to Councilor Winny's question, Mr. DeLaBruere said that the expected construction for this phase of the project would take about 8 months total.

Councilor Bronner said this work is long overdue and the employees who work in the building have deserved a better space for a long time. He did not have a problem with the design or moving the Council Chambers to Level 1, but was concerned if the City could afford the cost. He was in favor of doing all the work at one time, noting that it makes things more expensive if things are done twice.

Mayor McNamara addressed the energy savings, which would help with costs.

Mr. Mulholland informed the Council that the City would be seeing smaller CIPs, so any projects moving forward would be more strategic and prioritized. He also informed the Council about the bonds that will be coming due, noting they will peak in 2021/ 2022/2023, then going down, depending on what the City does.

Mayor McNamara agreed that the work is overdue. The Council knows the City has limited resources, but priorities need to be established. This project is a priority and other construction items may need to be put off a little longer. He recommended that the Council moves forward with the completion of the design and bidding the project out, so the Council has a real number to look at when they start appropriating funds in December.

Councilor Sykes supported repurposing old buildings, not putting off work that needs to be done, and was in support of moving this project along.

Councilor Heistad hoped, from an energy savings perspective, the walls in the Opera House could be insulated at some point. Mr. Mulholland described other priorities for the City. Mayor McNamara said the Opera House is occupied only periodically and can be left at a lower temperature most of the time.

The Opera House heat (HVAC) was discussed. The current project does include an upgrade for the buildings HVAC control system, which could automatically increase the ventilation rates.

Mr. Mulholland requested the Council to give him their consensus on this \$3.3 million package, and if they would approve the design completion and sending it out to bid, with the understanding that the appropriations on December 18, 2019 needs to be finalized.

***Mayor McNamara called for a straw vote from the Council to allow Mr. Mulholland to move forward with the bidding process on the updated Plans for City Hall 2020 Renovation – Phase 2 project.***

***\*Mayor McNamara, Assistant Mayor Below, Councilors Sykes, Heistad, Winny, Bronner all voting in favor.***

***\*The Straw Poll Vote passed (6-0)***

## **2. ADJOURNMENT:**

***Councilor Bronner MOVED for adjournment.***

***Seconded by Councilor Winny.***

***\*The MOTION passed (6-0).***

**The meeting was adjourned at 7:35 PM.**

Respectfully submitted,  
Dona E. Gibson  
Recording Secretary