

**CITY HALL COMPLEX MASTER PLAN TASK FORCE
CITY OF REHOBOTH BEACH**

July 7, 2014

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:35 p.m. by Chairman Sam Cooper on Monday, July 7, 2014 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

ROLL CALL

Present: Chairman Sam Cooper, Stan Mills, Jim Ellison, Jim Horty, Keith Banks, Wayne Neale, Bill Sargent, Lorraine Zellers, Toni Sharp, Ken Simpler (arrived at 1:41 p.m.), Sharon Lynn, Patrick Gossett

Absent: Mark Hunker

APPROVAL OF MINUTES

Minutes of the April 7, 2014, May 5, 2014 and June 9, 2014 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Stan Mills made a motion, seconded by Lorraine Zellers, to approve the April 7, 2014 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

Stan Mills made a motion, seconded by Lorraine Zellers, to approve the May 5, 2014 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

Stan Mills made a motion, seconded by Lorraine Zellers, to approve the June 9, 2014 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

PRESENT AND DISCUSS WITH THE CITY'S ARCHITECT;

Recap of design components: Consensus.

Mike Wigley of Davis, Bowen & Friedel Inc. (DB&F) and Rick DiSabatino and Rob Belfiore of EDiS Company were in attendance at the meeting.

Mike gave his presentation. In this meeting, there will be a review of the narrative highlights, recap of accepted composite design components, review/consensus of alternative corner elements, review/consensus of the composite schematic design and review/consensus of the scope and schedule for the next meeting. The items for the structural system narrative had been discussed at the last meeting.

Review of Mechanical/Electrical Narrative.

Mike noted that the final decision has not been made on the type of system to be recommended, but it has been narrowed down to two. Both are energy efficient. One is a geothermal system, and it has been estimated that there would be approximately 70 wells at 400 foot depths. All of the components of the geothermal system are underground or in a building so there is no exposed equipment to the weather and elements, and the system is energy efficient. The other approach is a variant refrigerant flow/volume system which is less expensive to install vs. the geothermal system, and the energy efficiency is similar. The downside of this system is that equipment will need to be installed on the roof or somewhere where the chiller would need to be located. In the design development phase, DB&F engineers will explore these options in more detail and will make presentations and recommendations to the Task Force. A conventional system would also be explored as an option from a cost standpoint.

Rick DiSabatino noted that he has budgeted for the geothermal-type system for this project.

Mike said that it is too early in the design process to make an informed decision about a geothermal system vs. another option. The systems that are currently handling the Convention Center could remain. This option will be revisited in the design development phase of the project. At this time, solar power has not been considered. With regard to the proposed electrical system, GB&F engineers are proposing a 1200A, 480/277V service. The transformer will need to be replaced and located somewhere on the east side of the building. No locations has been determined for standby diesel generators which will need to be provided. Fluorescent lighting is being proposed, but LED lighting will be explored in common areas. New telecommunications and fire alarm systems are being proposed. With regard to plumbing, GB&F engineers are looking at a new four inch service. The Convention

Center can be served by an existing water heater. Two water heater options are currently being studied along with low flow or dual flow toilets, etc. DB&F engineers are anticipating a domestic booster and fire pumps to be required.

Review of Corner Element Options.

Mike reviewed the various components of the new City Hall building which had been agreed upon at the last meeting, with the exception of the corner element. A recap was provided of the police lobby element, sally port roof form, east facing dormer, north/south facing dormers, angled colonnade and window roof supports. Mike provided the proposed site plan and schematic designs for reference. Of the various corner element schematic design options which were presented to the Task Force, Mike recommended version 12i1a.

Comments were:

1. The proposed belt course unifies everything with the design.
2. Eave of the circular overhang should be less busy for the corner elements.
3. Have brick on the second floor to feel the horizontality of the building.
4. Explore how far the gable roof extends out on the Camp Meeting House portion of the building.
5. Columns in front of the Camp Meeting House portion of the building look like they are blocking the door.
6. The belt course successfully ties in the Convention Center.
7. The glass panes under the caucus room are all fixed pane windows.
8. Explore options for the roof overhang of the Camp Meeting House portion of the building.
9. Explore options for the possibility of a flat vs. round wall on the inside of the caucus room to provide better use of space.

Mike will be modifying the floor plans to reflect the new design.

Establish Next Step.

Mayor Cooper noted that when a presentation is made to the public, a brief history of the process and a rationale for designing this building should be stated. The intent is for the Task Force through Mike to present what has been done to the Commissioners. Then it would be publicized that the Commissioners will be receiving the report, and people will be able to provide input. Hopefully the Commissioners would accept the design and vote to go to the next step.

Comments were:

1. It would helpful to have a list of things that have been discussed which would be further explored as the design moves forward.
2. Design development involves many more considerations which are attached to funding.
3. Include a brief funding presentation to the public.
4. Have storyboards available in City Hall for the public to view after the Mayor and Commissioners Regular Meeting on August 15, 2014.

REVIEW AND DISCUSS THE SCHEDULE AND TASKS GOING FORWARD.

Mike noted that the open issues which will need to be addressed in the future for the refinement of the project will be the third floor, basement, accommodations, geothermal vs. variant refrigerant system. With regard to design development, phasing and moving departments and the timing of the construction of the Convention Center lobby and toilet rooms will need to be explored.

DISCUSS ITEMS TO BE INCLUDED ON FUTURE AGENDAS.

There were none.

DISCUSS SETTING NEXT MEETING DATE.

No date was set for the next Task Force meeting at this time.

There being no further business, Chairman Cooper adjourned the meeting at 2:37 p.m.

**MINUTES APPROVED ON
FEBRUARY 9, 2015**

Respectfully submitted,

(Sam Cooper, Chairman)

(Ann M. Womack, City Secretary)