

# MINUTES

## COSM

### Commissioners

#### COSM Special Work Session

Thursday, October 3, 2019, 3:00 pm - 5:00 pm

Edgar M Bosley Jr. Municipal Admin Building

300 Mill Street; PO Box 206

St. Michaels, MD 21663

#### I. Call to Order

- President Boos called to order the special meeting of the Commissioners of St. Michaels at 3:00 p.m. in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland. There being no objection, it was agreed that Peter Paris should be first to make his presentation of a revised operation plan for the Running Festival, which would then be followed by Manns Woodward's updated plans for the new Town Office and Police Station renovations.

- 

II. Pledge of Allegiance

III. Items for Discussion

- St. Michaels Running Fest

Amendment to original application

- Peter Paris, race organizer, offered a slide presentation of the revised operating plan for the festival, which included a designated parking area off Talbot Street (the public lot behind the pharmacy) for businesses being impacted by the race. Mr. Paris said the parking plan was developed in conjunction with Chief Smith and would be appropriately marked and staffed. Mr. Paris also said the after-party had been moved to the Community Center property with permission from the Union United Church and the Community Center. Mr. Paris and Chief Smith reviewed the approvals and the timeline for the event. The Commissioners then took public comment. As there were no additional comments, President Boos called for a motion to approve the Running Festival for 2020, and fully adopting the operation plan presented. Commissioner Bibb made the motion, which was seconded by Commissioner Windon, and which then passed on a roll call vote of 5-0 in favor.

- 

Discuss Architectural and Engineering Services for New Town Hall

Manns Woodward Studios Inc. to discuss HVAC Energy Options

- Mrs. Weisman opened the town office discussion with the issue of security. Mrs. Weisman said her recent contact with a resident known to be unstable had prompted her to raise the issue of secure access. Manns Woodward presented their recommendations for securing the building, and there was agreement that an electrical card reader system was the most practical. Manns Woodward also said that they hoped to have a 3-D virtual presentation of the office interiors for the next meeting. Manns Woodward then reviewed a list of outstanding issues on which the Commissioners needed to make decisions.

- Heat Pump system vs. VRF - The Commissioners agreed to the updated VRF system to provide flexibility room-to-room for heating and cooling.

- Insulation - The architects recommended reduced spray foam insulation as better than Code and better than conventional fiberglass for a cost of about \$15,000. The Commissioners agreed to Option 2B-hybrid, R21 and two inches of spray foam. The Commissioners agreed on roof insulation and solar panels to be add alternates, and double-pane windows.

- High density storage - The Commissioners agreed to new and additional high density storage.

- Power Backup - Generators vs. batteries vs. no-backup except for computer systems. The Commissioners agreed to no backup except the current individual back-ups for computers.

- Brick base and siding - The Commissioners agreed to red brick for the foundation, rather than stone, and a fish-scale shingle-type siding.

The architects said they would revise their timeline and predicted beginning construction on the town office in late summer 2020.

Chief Smith asked if the police staff would have to move out of the station for the rehabilitation work. Manns Woodward said no, the staff could remain but that the cell area construction would be an inconvenience for about three months, probably necessitating any prisoners being transported to Central Booking or the Sheriff's Department.

The Commissioners then discussed the financials. Mrs. Weisman said the Architects estimated that the town office building would cost about \$2.5 million. The Commissioners directed Mrs. Weisman to pre-apply for loans, lock down the rates, and to move forward with any available rural development loans or grants. Commissioner Bibb said he would look into possible grants. Commissioner Boos requested that a discussion of surplus properties be calendared with a view toward selling them to offset the costs of the police station rehab or reducing the costs of the office building.

- 
- 

Discuss Police Department options for rehab

- Manns Woodward reviewed revised rehabilitation plans for the police station, including a new floor plan, site plan options, and rough cost estimates, that the architects had updated based on the last discussion in April 2019. The Commissioners and Chief Smith discussed the lobby area, youth detention and State requirements for separation of facilities, whether a sally port was immediately necessary, and secure storage areas.

After some additional discussion, the Commissioners agreed they liked option A3 with a sally port added on at some future date. The architects were also directed to look at HVAC details and costs, and making the first floor restroom ADA-compliant. The architects said they would move ahead with a design schematic and incorporate an adequate HVAC option. The architects said they were proceeding with the cut-through from the church parking lot and, at Commissioner Harrod's suggestion, the Town would set up a meeting with the Pastor and the church trustees.

IV. Comments from the Public

V. Comments from the Commissioners

VI. Announcements of Future Meetings

- -Office Closed Oct 14 - Columbus Day  
-NEW DATE AND DAY  
Thursday, Oct 17, 6:00 - Town Office - COSM Regular Work and Legislative Session

-Office Closed Nov 11 - Veterans Day

VII. Adjournment

- President Boos made a motion to move into Closed Session to discuss legal matters with the Town Attorney, pursuant to Section 305(7) of the Maryland Code. Commissioners Bibb and Windon seconded it, and the motion passed on a voice vote of 5-0 in favor.

The public meeting adjourned at 5:30 p.m.