

COSM
Commissioners
COSM Town Office Design and Development Meeting
Thursday, February 6, 2020, 2:00 pm - 6:00 pm
Edgar M Bosley Jr. Municipal Admin Building
300 Mill Street; PO Box 206
St. Michaels, MD 21663

- I.

Call to Order

- The meeting was called to order at 2:00 p.m. Commissioners William Boos, Michael Bibb, Dennis Glackin, Joyce Harrod and Jaime Windon were present, along with Town Manager Jean Weisman, Zoning Officer Kimberley Kudla, representatives of the Manns Woodward Design firm, Baltimore, Maryland - Michael Gerding and Jim Magnuson - and two members of the public.

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- II.

Pledge of Allegiance

- III.

Items for Discussion

- Discuss Design and Development for New Town Hall

- Jim Magnuson and Mike Gerding, team from Manns Woodward Studios Inc.
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- Manns Woodward architect Mike Gerding presented an updated town office building design based on requests from prior meetings and reflecting suggestions from the Historic District Commission from their review of the project. The presentation included new renderings of the building and selected materials for windows, roofing, lighting, doors, carpet, color choices, etc. Mr. Gerding said his firm was seeking approval from the Commissioners for the changes at today's meeting. Mr. Gerding noted that there were no significant changes to the site plan, although the firm would be resubmitting the site plan to the Planning Commission with more detail on the water retention and sub-surface collection systems, piping connections, parking bumpers and light poles, for their February 27th meeting. Mr. Gerding concluded his presentation and invited questions and discussion.

The Commissioners were in general agreement with the choices outlined in the presentation but did suggest that the architects consider scaling back the sections of glass walls/partitions.

The architects reviewed the project schedule, noting that they hoped to move into the construction documents phase next, with 75% completion by March 2020, and 100% by May. Following the documents phase, the architects expected to invite construction bids for June 1, 2020, with construction to begin mid- to late-June 2020, and completion of the building by June 2021.

President Boos called for a motion for overall approval of the design development presentation, including materials, with minor modifications to be presented later via email or conference call. Commissioner Harrod seconded the motion. President Boos called for any additional discussion by the Commissioners. The motion passed on a roll call vote of 5-0 in favor.

The architects thanked the Commissioners for a very productive meeting. Commissioner Glackin had additional questions about the bid award process, funding oversight and project management. The architects said the Town may want to appoint a project manager, and that the major contractor would be having regular construction progress meetings throughout construction.

- IV.

Comments from the Public

- V.

Comments from the Commissioners

- VI.

Adjournment

- The meeting was adjourned at 4:15 p.m.