

Topsfield Town Hall Building Committee

May 13, 2015

Chairman Jackson called the meeting to order at 9:05 AM at the Town Hall. Committee members present were Boyd Jackson, Elizabeth Mulholland, Ben Nutter and Gregor Smith, and ex-officio member Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Membership: Chairman Boyd Jackson informed the members that he may have to step down as a committee member since he has been elected to the Board of Selectmen. He informed the members that he had a discussion with developer Randy Sabino about joining the Committee and had asked Randy to attend today's meeting if he had time.

Town Meeting Action: Chairman Jackson stated that he was encouraged by the action of the town meeting in approving funds for the schematic design plan for Town Hall and that townspeople seemed willing to do something with the building. Other than questions regarding the process of hiring the architectural consultants, there was no verbal opposition to commencing a planning process.

Member Ben Nutter stated that he still believed that there was a difficult challenge ahead to go back to town meeting to request a "7figure" number for the construction of the project. The Committee would need to justify what we are doing and move forward with a comprehensive marketing plan using different avenues and multiple times.

Selectman Morrison followed by stating that the Committee should start with public forums and the use of other avenues that were not available for the earlier attempts for renovations to Town Hall such as cable TV, website, on-line streaming.

Member Gregor Smith agreed that the Committee needed a strategic marketing strategy repeating information and feeding new information several times leading up to the town meeting. The committee must show early on that it is efficient in managing the administrative space needs for the building.

The members then discussed the space requirements for the council On Aging and queried as to the status of the study. Ms. Knight informed them that UMass Boston would be conducting the study and contract has been forwarded for execution by the Board of Selectmen for the study to commence in July 2015 and a report would be issued in December 2015. Ms. Knight stated that she has talked with the COA Director concerning the Town Hall Schematic Program and that Ms. Gibeley would need to discuss program space needs with the design team. At minimum, administrative office needs should be addressed. Program needs is a separate issue.

Selectman Morrison noted that she had read the service needs report that UMASS Boston did for the Town of Marion. The study made recommendations as to elder service needs,

but stopped short of recommending a senior center. If the design plan can find space for program needs that would be great; however, program space would require additional parking that would have to be considered in the overall conceptual plan.

Schematic Design Bid Process and Scope of Work: Ms. Knight informed the members that she had templates from other study/assessment projects which she could use for the procurement process as well as a standard legal front end. What she would require from the Committee is the development of a scope of work for the bid package. The members then discussed qualifications required for the project. Member Gregor Smith stated that he has template to give Ms. Knight to put in the overall format which also lists the qualifications required for the consultant such as experience in historic building restoration, projects of similar size, administrative buildings, as examples.

The members then discussed the evaluation process. It was the consensus of the members that after the initial evaluation of the applicants using a number system for evaluation, the Committee would interview a limited number of applicants, possibly three. Ms. Knight noted that this information would need to be in the Request for Proposal. Also, the members agreed that the town would reserve the right to choose to go out to bid for the second design development phase, but would not preclude the conceptual designer from applying for the final design. It was the consensus of the Committee that the intent would be for the firm to do the entire project.

Member Gregor Smith noted that he would forward the RFP template to Ms. Knight and Ben Nutter to review and then schedule a meeting to discuss the merging of the documents. Ms. Knight and Mr. Smith agreed that the document could be issued in June.

Storage Needs: Selectman Morrison initiated a discussion on storage needs for the administrative departments which all have various legal retention schedules. Ms. Morrison considered this a serious issue since building space is involved and every year additional space is taken up for record retention.

Member Gregor Smith responded that this would be an issue for the design development stage, and not so much an issue for the conceptual design except for the issues of office file space and some archival space reserved in the phase 1 design. The discussion continued noting that the departments should think about department program space when discussing overall office space during the interview process. Program space would be segregated into (1) office file space, (2) common file room space and (3) archival space.

MPPF Grant Status Update: Ms. Knight informed the members that she was waiting for the schematic drawings to be delivered this morning by consultant Richard Smith, the remaining item to complete the application package. Her goal was to send out the application package today by Fedex to Mass Historic. The deadline is Friday, May 15th.

The meeting was adjourned at 9:55 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda

Approved as written at the _____ 2015 Town Hall Building Committee meeting.

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.</p>
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