

Topsfield Town Hall Building Committee

July 8, 2015

Chairman Smith called the meeting to order at 9:13AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Ben Nutter (9:30AM) and Josh Rownd and ex-officio member Boyd Jackson. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

RFP Responses: Ms. Knight noted that there has been a very good response on the schematic design RFP.

Exterior Envelope Projects: Ms. Knight informed the Committee that she has not received an update from the consultants as to the status of the specifications. The Committee then discussed the procurement procedures. Ms. Knight noted that the procurement requirements for the exterior envelope projects would be based on the proposed costs. Richard Smith had given preliminary costs on the various exterior projects several months ago. Boyd Jackson noted that he would look for the paperwork in the file.

Grant Award: Ms. Knight then informed the Committee that the award of the MPPF grant has been postponed until July 29, 2015. If the Town did receive a grant award, the Project Manager who is Kellie Hebert would be required to attend a mandatory meeting at Mass Historic. The meeting is a briefing of the requirements for the award. Regardless of whether the Town receives a grant, the funds are available to move forward with the Window Restoration Project, the Front Façade Project and the Restoration of the three (3) second floor windows.

Membership of Committee: The members formally welcomed Josh Rownd to the Committee. Ms. Knight informed the Committee that Peter Bryson had been appointed by the Selectmen; however, Mr. Bryson had contacted her and stated that he would not get sworn-in until the design firm was chosen since he does consulting work for local firms that may be considering filing a proposal. He wants to avoid a conflict of interest violation.

Review of Web documents: Ms. Knight informed the members that she had received queries for additional information from plan holders. The Committee then discussed and determined which documents would be placed on the website for the plan holders to view and review for background information to assist them in drafting their proposals. The list is as follows:

- DRA – Town Building Assessment Study and Capital Master Plan 2013
- Adams & Smith – Finch & Rose – Topsfield Exterior Conditions Report
- Adams & Smith – Finch & Rose – Topsfield Exterior Conditions Pictures
- Adams & Smith – Finch & Rose – Topsfield Exterior Conditions Plan

- 2007 Town Hall Building Committee Report
- Galante – Town Hall building Program 2002
- RI Analytical – Hazardous Materials Inspection Report 2003
- May 2015 town Meeting Power point Presentation

Plan Holder Questions: As stated in the RFP all questions were to be sent in writing to Ms. Knight by the plan holders. It was the consensus of the Committee that Ms. Knight would then forward the questions to the Committee members. Chairman Smith would consolidate the questions and responses.

Evaluation Process: The Committee then discussed the evaluation process. Chairman Smith volunteered to draft a list of criteria based on the proposal. The full Committee would act as the evaluation committee and review all proposals and interviews would follow for three finalists.

The Committee agreed that the next meeting would be on Friday, July 24, 2015 at 10:00AM for the proposal opening.

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.

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.
