

Topsfield Town Hall Building Committee

May 20, 2015

Member Gregor Smith called the meeting to order at 9:12 AM at the Town Hall. Committee members present were Boyd Jackson (arrived 9:31) Elizabeth Mulholland, Ben Nutter and Gregor Smith, and ex-officio member Kellie Hebert. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

RFP for Town Hall Schematic Design: The members reviewed the latest version of the composite draft for Schematic Design RFP. Member Ben Nutter noted that he had a few minor comments. His basic concern was that he did not want an engineering firm with an architect as the designer. After a short discussion, it became clear that the specifications dealing with historic preservation renovation as a criteria would limit the field of responses to architectural firms. After the draft was discussed and all minor changes were approved, Member Gregor Smith noted that he would make the various changes in “track change” form and email the composite document to Ms. Knight.

Exterior Envelope Projects: At this time, the Committee discussed the exterior projects which included the Front Façade Restoration including the 3 separate windows on second floor, and the Window Restoration Project. Ms. Knight noted that the consultants Richard Smith and William Smith needed to provide the Town with the bid documents including the specification for the Front Façade Project. As soon as the bid package is received, the Committee could go out to bid on the façade project. Ms. Knight noted that she had completed the MPPF Grant Application and the Town should know by early July if it has received a grant. In the case of the window restoration project, although the intent of the Committee would be to proceed with Smith and Finch, the cost of the project and the cost of the design would determine if the Committee would have to go through the designer selection process. If the designer fee is over \$10K, and the estimated project cost is over \$100K then the designer selection process would have to be followed. It was noted that there is a short list of carpentry contractors that do small historic projects. Ms. Knight requested names of contractors that Committee members may know in order to send notice of interest on the upcoming projects.

Alternative Sites: Chairman Jackson at this time brought up alternative conceptual ideas for a new town hall. This was an exercise of ideas. It was noted that questions would be asked by residents if alternative sites such as the use of a wing at the Proctor School could be utilized for the Council on Aging or all of Proctor for the Town Hall and COA Center. A private capital campaign was also discussed to help off-set the construction costs.

COA Study: The Committee commented on the COA needs study and queried as to when a product would be available to discuss in terms to the Committee’s development

of space and program needs for the schematic design. Ms. Knight noted that the contract would commence in July and a product would be delivered by December.

Town Hall Auditorium: The Committee discussed the Town Hall Auditorium relative to the preservation easement. Ms. Mulholland noted that the Committee must decide on a propose plan for the use of the auditorium and then approach Mass Historic with said plan and see if Mass Historic would approve. Once a designer is selected, the Committee and the design team would need to approach Mass Historic to do a site visit and discuss what may be viable for this space.

The meeting was adjourned at 10:00 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.
