



**MEETING MINUTES #14**

**Project:** Topsfield Town Hall Renovation and Historic Preservation

**Date of Meeting:** May 18, 2016

**Attendees:** Gregor Smith – Building Committee, Chair  
 Donna Rich – Building Committee  
 Josh Rownd - Building Committee  
 Ben Nutter - Building Committee  
 Elizabeth Mullholland - Building Committee  
 Peter Bryson - Building Committee  
 Mark Lyons – Building Committee (ex-officio)  
 Penny Rogers – COA Board  
 William Quinn – COA Board  
 Boyd Jackson  
 Richard Gandt  
 Wendall Kalsow – MK&A  
 Doug Manley – MK&A

**Meeting Summary**

Item	Date	Subject	Responsibility
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**NEW BUSINESS**

13.1	05/18/16  5/25/16	<p><b>MKA Contract Proposal</b>            Committee is still reviewing the MKA services proposal for the design development, contract document, bidding and construction administration phases. Town will issue a letter of intent that will authorize MKA to continue work while the Owner/Architect Agreement is being developed.</p> <p><b>Update: Donna will write a letter of intent. Gregor will distribute a copy of the MKA proposal to the Committee for review, with his mark-ups. Amendment to existing contract would be the best way to proceed.</b></p>	Committee
13.2	05/18/16	<p><b>COA Comments of Schematic Plans</b>            MKA presented an updated plan option that places the COA on</p>	



		and Architect contracts are in place, the Town will apply to the Inspector General for a Notice to Proceed with c149a delivery method.	Committee
<b>13.6</b>	<b>05/18/16</b>	<b>Site Survey</b> MKA requested that the survey drawings be further developed to include contour and elevations, since re-grading of the site is critical for accessibility and drainage. MKA to mark up a plan to indicate the extent of area where contour should be identified.	
	<b>05/25/16</b>	<b>Update: MKA's civil engineer (Graham Associates) is to provide topography as part of his scope. MKA will coordinate with Donohoe and Graham.</b>	MKA
<b>13.7</b>	<b>05/18/16</b>	<b>Program for Auditorium Use</b> Team needs to work on identifying use requirements for the restored auditorium. Committee will identify stakeholders, and will also look back to earlier Committee work that addressed this issue.	Committee

**NEW BUSINESS**

<b>14.1</b>	<b>05/25/16</b>	<b>Building Committee</b> The Committee is considering identifying additional potential members for recommendation to the Board of Selectmen.	Committee
<b>14.2</b>	<b>05/25/16</b>	<b>Next Meeting</b> • <b>Next meeting will be June 1 at 9:00am at Town Hall.</b>	

**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.