



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	Responsi- bility
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NEW BUSINESS

13.1	05/18/16	MKA Contract Proposal 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.	Committee
	5/25/16	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.	
13.2	05/18/16	COA Comments of Schematic Plans MKA presented an updated plan option that places the COA on	

		and Architect contracts are in place, the Town will apply to the Inspector General for a Notice to Proceed with c149a delivery method.	Committee
13.6	05/18/16	Site Survey 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.	
	05/25/16	Update: MKA's civil engineer (Graham Associates) is to provide topography as part of his scope. MKA will coordinate with Donohoe and Graham.	MKA
13.7	05/18/16	Program for Auditorium Use 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

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

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