

Topsfield Town Hall Building Committee

June 24, 2015

Chairman Jackson called the meeting to order at 9:05 AM at the Town Hall. Committee members present were Boyd Jackson, Elizabeth Mulholland and Gregor Smith, and Community Development Coordinator Roberta Knight.

Visitors: Dick Gandt

Schematic Design RFP: Ms. Knight presented the THBC members with Draft #3 of the RFP for Design Services, dated June 23, 2015. The members reviewed the dates which Ms. Knight had inserted into the document noting a completed schematic design by January 15, 2016 and a construction cost estimate by February 15, 2015. Ms. Knight discussed the budgetary process for town meeting action with the members. She explained that based on the annual town meeting schedule, a cost estimate for the recommended design plan would need to be in place by February 15 for capital planning purposes within the total budgetary process. Although the intent is a phased approach, and the Committee would only be seeking funds at the 2016 ATM for the Owner Project Manager (OPM) and the final design plans, the cost of the overall project budget would require discussion. Moreover, the Phase 2 funding would require borrowing as well as the construction Phase 3 portion of the overall project. The Board of Selectmen would need this cost information in order to decide if the project costs will be 2 ½ excludable debt. The public as well will need information on the project since all funding will require town meeting approval and a ballot vote, if excludable debt. The Committee members reviewed other items: dates on page 11, consolidation of bullets on page 13, professional liability at \$1M, breakout reimbursables on page 20.

The members also discussed Construction Management at Risk. Member Gregor Smith explained the process to the other members. The risk is with the contractor. The Town would go out to competitive bid for a contractor during the design phase who would be responsible for the sub-bid process and develop a final project cost estimate for construction working with the designer, OPM and town officials. The alternative would be the general sub-bid process in which the town would first go out to bid for the sub-bidders which the general contractor would then use to develop the general contract competitive bid.

Replacement of side stairs: Ms. Knight informed the members that upon investigation and discussion with the contractor the pre-form stairs are not going to work. The original platform and stairs were all framed. The project cost is estimated at \$5K. Although we are looking at a future renovation, the stairs need to be replaced because that entry is the main entrance for the parking lot. The ramp is not viable in the winter due to ice and snow build-up.

Exterior Envelope Projects Update: Member Elizabeth Mulholland reported that she had a telephone conversation with Bill Finch who stated that he was very busy and would not have the specifications available until the third week in July.

Reorganization: At this time, Chairman Jackson informed the members that he could no longer serve as a member of the Committee since he is now a Selectman and there would be a perception of a conflict of interest. It was decided to wait until the next meeting when Ben Nutter would be present to nominate a new Chairman. Selectman Jackson would remain an ex-officio member.

Membership: The members then discussed the need for additional members. Several names including Glenn Gollrad, Peter Bryson, Norm Isle, Phil Kennedy and Josh Rownd were submitted as possible members.

Design Contract: Ms. Knight noted that she would forward to the members a copy of the K&P designer contract which she has edited for previous study and assessment projects and which has been reviewed by Town Counsel for Type 1 contracts.

List of Architects: Member Gregor Smith presented a short list of architects that have experience with historic building renovations for Ms. Knight to contact as to possible interest in the Town Hall preservation and renovation project. Ms. Knight stated she would email the companies as to interest and let them know when the documents would be available. Ms. Knight stated that she would keep track of all inquiries and develop a list of potential bidders.

Meeting Schedule: It was the consensus of the Committee to meet at 9AM on July 1st and again on July 8th at 9AM for a regular meeting and then followed by the walk-thru at 10AM.

The meeting was adjourned at 10:04 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
2. Composite Draft 3 as of June 23, 2015

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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