

Topsfield Town Hall Building Committee

July 1, 2015

Chairman Jackson called the meeting to order at 9:09 AM at the Town Hall. Committee members present were Boyd Jackson, Elizabeth Mulholland and Gregor Smith, and ex-officio member Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt and Josh Rownd

Reorganization: At this time, Chairman Jackson noted that since he is now an elected Selectman he has been advised that he can no longer serve as a member of the Committee. A new chairman will need to be elected. So the first order of business for this meeting would be to elect a new chair. After a short discussion, Member Elizabeth Mulholland made the motion to nominate Gregor Smith as the new chairman; seconded by pro-tem Member Boyd Jackson; so voted 3-0-0.

Membership: Applicant Josh Rownd was present for the meeting and acknowledged that his intention was to join the Committee. The members then discussed additional potential applicants for the Committee including Glenn Gollrad and Peter Bryson. There was a further discussion of the potential conflict of interest for Mr. Gollrad if his firm were to submit a proposal for the schematic design. It was the consensus of the THBC members that this appointment should be delayed, if Glenn Gollrad was still interested, until after the selection process for the designer. Selectman Jackson confirmed that Peter Bryson would accept an appointment to the Committee and noted that due to his long term career in municipal inspections for the Town of Danvers, he would be bring a construction perspective to the Committee.

Final RFP and Designer Contract: Ms. Knight at this time brought items to the table for final decisions such that the RFP could be released since it is being published in the Central Register today. Ms. Knight noted that she had a discussion with Town Counsel Mark Reich and had been advised that the Selection Committee should be listed in the RFP. It was the consensus of the members that the statement would note that the Town Hall Building Committee would be the Selection Committee and would make a recommendation to the Board of Selection for the award of the contract.

The members then discussed the sample K&P contract that Ms. Knight presented to the Board. She noted that portions of the contract were deleted since this was only a Type II, Phase I design project. The version of the Chapter 149 construction contract had previously been reviewed by Town Counsel for other projects. After a discussion on the merits of using the K & P contract document versus the AIA document, the members agreed that Josh Rownd and Gregor Smith should review the entire contract which includes final design and construction administrator services. It was also agreed that copies of the sample contract, if no objections were raised by the review, would be available at the July 8th walk for potential applicants or forwarded as an addendum. The members also discussed the list of consulting contractors that would be required for the

schematic design including the requirement of a cost estimator; all of which were listed in the sample contract. The budget was also discussed. Chairman Smith noted that although the approved warrant article was funded at \$100K, he felt that the budget of \$90K for the design plan services including reimbursable items would be sufficient for the project. The remaining funds would be used for additional services if required.

Exterior Envelope Projects: Ms. Knight gave the members an update on the demolition of the front side entry porch and the replacement of the rear side entry parking lot entrance steps. Contractor Steve Nutter would be proceeding with the demolition of the front side entry porch during the month of July. There have been several conversations between Steve Nutter, Barry Watson, a mason, and Inspector of Buildings Glenn Clohecy relative to the best method of re-construction of the stairs: using a pre-cast form or form steps in place. Based on the test drill holes, it has been determined that the best method is to form steps in place. This work would also take place during the months of July and August.

The Committee then discussed the front façade project and the repairs to the three second floor windows. Member Elizabeth Mulholland noted that she had talked with Bill Finch who stated that the specifications would not be completed until the third week of July. The members followed with a discussion on the bid process. Ms. Knight noted that the bid process under Chapter 149 would be determined by the estimated cost of each project. Based on early estimates given by Architect Richard Smith, both projects would be over the \$10K threshold for three written quotes and a formal procurement process would be required. Selectman Boyd Jackson volunteered to review his file to find the early estimates for those two projects.

Member Elizabeth Mulholland noted that she just checked the Mass Historic site, and the published date for the MPPF award announcement is July 8, 2015. It was noted that work could proceed on the windows project during the winter months since the windows would be removed by the contractor, space sealed with plywood and work performed at the contractor's site.

July 8th Meeting: It was discussed that the meeting would be scheduled for 9:00AM followed by the scheduled walk-thru at 10:00AM. Mr. Rownd noted that he intended to be there for the walk-thru since he has not previously toured the building.

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
2. RFP for Design Services for Renovation & Historic Preservation Phase 1 Schematic Design Plan; issue date July 1, 2015
3. Sample K & P Designer Contract

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.