

Topsfield Town Hall Building Committee

September 2, 2015

Chairman Smith called the meeting to order at 9:00 AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio members, Kellie Hebert and Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt, Richard Smith, William Finch and Tracey Fortier.

Project Status Updates: Architect Richard Smith and Preservationist William Finch updated the Board as to the status of the specifications and scope of services for the various exterior envelope projects.

MPPF Window Restoration Project: Mr. Smith noted that the consultant fees would include bid phase assistance and five to six trips to the contractor's facility to review the status of the restoration of the various windows. The windows will be physically removed, plywood would be installed on the window frames, and restoration work would take place at the contractor's facility.

The consultants plan to use the front façade specifications with some detail changes for the wood restoration on the window restoration project since the specifications overlap. The final specifications (bid level construction documents) will be complete by the end of September which meets the MPPF Schedule. He noted that he was fairly far along with the front façade specification.

Ms. Tracey Fortier, the Massachusetts Preservation Project Fund's representative, at this time noted that prior to proceeding with the bid process the Town must enter into a formal contract with the Massachusetts Historical Commission and the contract would include the approved specifications.

Ms. Knight, the Community Development Coordinator, at this time, noted that it has been the intent of the Town to continue to use Smith & Finch, the grant consultant's for the development of the project's final specifications and assistance in the bid process and further, the application noted same. Ms. Knight then explained the procurement thresholds for building construction and then requested Mr. Smith to detail the defined scope to keep within the \$100K cap.

Mr. Smith explained that the three second floor windows scheduled to be a separate project would now be included in the MPPF project, and the storm windows would be a separate project which can be justified since different trades are involved. Mr. Smith then addressed the project's proposed construction costs noting that the addition of the three windows, would bring the project under the \$100K cap.

Ms. Fortier noted that the front façade specifications should be forwarded to Paul Holtz, who is the Commission's historical architect and preservationist, for review since the building has an existing historical preservation easement.

Ms. Fortier then followed with a review of the MPPF schedule and noted that all work and invoices must be paid by June 30, 2015. Because the project is a 50% match, she encouraged the expenditure of all the funding and recommended that the storms be added to the project as an add-alternate. The Committee agreed and discussed having storm add-alternates by the sections of the building starting with the north side.

Ms. Fortier requested that the consultants provide a pdf. format of the draft specifications, and a schedule for the project so she can start her review of the documents.

Ms. Knight stated that she would commence working on the Invitation For Bid and would review the Local Project Coordinator's manual to make sure that the MPPF requirements were incorporated in the document and advertisement.

The Committee and Ms. Fortier then discussed who would serve as the Project Coordinator. The consensus was that Ms. Knight would serve as the coordinator until her retirement in December. The Town Administrator Kellie Hebert would take over at that time. In the meantime, all email communication with Mass Historic should include Ms. Knight, Ms. Hebert, Mr. Richard Smith and Chairman Gregor Smith.

Front Façade Project: Mr. Smith reviewed the scope of work and noted that only the sash would be replaced on the three (3) top windows and that there was sever leakage and the base of the calumet windows. The new flashing would need to be welded to the existing flashing to stop the leakage from the porch roof tie-in.

The Committee then discussed the work product with the consultant noting that this work would require a specific set of skills by contractors that specialize in historic preservation restoration. Mr. Fortier volunteered to send a list of vendors.

At this time, the consultants and Ms. Fortier left the meeting to tour the facility.

Schematic Design Proposal: The Committee then discussed the scope of work and pricing proposal submitted by McGinley & Kalsow. The members reviewed the outline tasks and had comments on several items including the exterior survey, laser scanning and geotechnical services. Ms. Knight noted that there was a geotechnical survey done in 2002 for the proposed elevator project.

The Committee discussed getting as much of the prior documentation on the website which Selectman Morrison stated she would be willing to do.

Chairman Smith informed the members that he has already requested that the firm attend the next week's meeting to review the scope of work. He stated that he would contact the Principal Wendall Kalsow and discuss the particular tasks that have been commented on

at this meeting such that these issues may be addressed at next week's meeting and the scope of work better defined to meet the needs of the Town.

Ms. Knight and Chairman Smith noted the need to have committee liaison's for both projects. Ms. Knight noted that in the previous Town Hall projects liaisons were assigned to facilitate communication between meetings, make on-site decisions during the construction project, if required, to keep the project moving at a steady pace. Members Elizabeth Mulholland and Ben Nutter volunteered to be the liaisons for the front façade project and MPPF windows projects since their respective professions tie into these projects. Member Josh Rownd volunteered to be the liaison with Chairman Smith for the schematic design and noted that his professional architectural office is in close proximity to the consultants.

Member Mark Lyons noted that his respective expertise would be during the town meeting and budgetary process. He requested that a projected cost for the next phase of the project be given early in the budgetary process to the Finance Committee as a placeholder so it can tie into the Town Administrator's capital plan and also into the first finance committee budget model in early January 2016.

The Committee then discussed the possibility of adding new members. Ms. Morrison volunteer to contact Peter Bryson who had been appointed by the Selectmen. Mr. Bryson has not been sworn-in due to his concern of a potential conflict of interest, if a firm which he does consultant work was chosen. Ms. Mulholland noted that Glen Gollrad was still interested to be on the Committee.

Marketing Strategy: It was the consensus of the Committee that once the contract was negotiated and executed the Tri-Town Transcript should be contacted to do another article on the building. It was also noted that the consultant in their proposal noted that they would seek public input and organize a "summit meeting". Pictures and updated documents would also need to be placed on the website for public access.

The meeting was adjourned at 10:37 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. McGinley Kalsow Proposal dated September 1, 2015
3. MPPF Round 21 Schedule

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.