

Topsfield Town Hall Building Committee

September 16, 2015

Chairman Smith called the meeting to order at 9:05 AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Mark Lyons, Elizabeth Mulholland and Josh Rownd and ex-officio members Kellie Hebert and Martha Morrison (arrived at 10:06AM). Community Development Coordinator Roberta Knight was also present. Member Ben Nutter was absent and Member Peter Bryson arrived at 9:30AM.

Visitors: Dick Gandt

Statement: At this time, Member Mark Lyons stated that the Committee had received a memo from the Town Clerk which noted that one member had failed to get sworn-in. At the last meeting, there were only three (3) members present; one of which was not sworn-in. Town officials contacted Town Counsel Kopleman & Paige and advised them as to what took place. Town Counsel responded that it was fine for the Board of Selectmen to approve the contract at its September 14th meeting.

Member Mark Lyons moved “that the Committee acknowledges:

(1) That following the last meeting on Wednesday, September 9, 2015, members became aware that the meeting was inadvertently held without the required quorum, and

(2) Therefore, we hereby ratify and confirm:

a. The vote taken to accept the proposal of McGinley Kalsow and recommend an award of the contract to the Board of Selectmen, and 4-0.

b. Confirm any and all other action taken during the meeting:

Seconded by Member Josh Rownd; so voted 4-0. Ben Nutter and Peter Bryson were not present for the vote.

The Committee confirmed that there were now six sworn-in members with the addition of Peter Bryson and that four members present would be required for a quorum.

Update on Town Hall Schematic Design: At this time, Ms. Knight informed the Committee that the 3-D scanning firm, Existing Conditions would be at Town Hall tomorrow (Thursday, September 10th) to scan both the interior and exterior of the building.

Chairman Smith then updated all members as to the discussion at last week’s meeting with Wendall Kalsow and Project Manager Doug Manley relative to the review of the tasks listed in the scope of services dated September 1, 2015. He noted that all issues were reviewed and that the members present agreed with the design team that both the

exterior lift survey and the geotechnical work would be done. The lift inspection was needed to fully investigate the roof and higher parts of the building and that the geotechnical investigation of 2003 did not cover what the design team needs for information relative to the renovations and alternatives for a program plan.

Chairman Smith also noted that the design team would be conducting interviews with the various departments relative to program needs. He suggested that one or two members should be present during the interview process.

Town Administrator Kellie Hebert noted that the Committee should come before the Board of Selectmen to inform the Selectmen as to what is going on with the project. It was suggested that Chairman Smith come before the Board on a regular basis to show the progress and answer questions. Chairman Smith stated that he would be willing to attend the selectmen meetings on a regular basis and volunteered to attend the next selectmen's meeting on September 28th.

Also discussed was whether Glen Gollrad still wanted to be a member of the Committee. Member Elizabeth Mulholland volunteered to follow up with Mr. Gollrad to his interest in joining the Committee. It was the consensus of the Committee that pending receipt of Mr. Gollrad's application to the Selectmen, the Committee would support his appointment as a member of the THBC. Chairman Smith noted that he would make a recommendation to the Board at its September 28th meeting and would also ask the Board how often they would like to meet for status updates on the progress of the three projects.

Chairman Smith noted that the geotech consultants would like to test at the northeast corner of the building, the rear of the building where the former garage was located and the south side between the Town Hall and Proctor School. The DPW would be requested to dig the holes and we would need to work with the Park & Cemetery Department relative to limiting landscape casualties. This discussion was followed with a discussion of the lot line with the Proctor School property relative to a potential addition and new septic system. This discussion when appropriate would be between the Board of Selectmen and School Committee which most likely would require an easement transfer.

MPPF Windows Restoration Project: Ms. Knight updated the Committee that she had completed the first draft of the legal front end for the invitation for bids. Consultant Richard Smith had queried as to whether the Committee wanted to add the storm windows as and add alternate. He was concerned that adding the purchase of the storm windows may bring the project price over the \$100K threshold. It was the consensus of the Committee that the Town would proceed with the purchase of the storm windows since funds were available and that only the installation of said storms windows would be the add alternate on the bid.

The next item of business to discuss was the Adams & Smith services proposal for the design and construction administrative services for the window restoration project. Member Elizabeth Mulholland made the motion to accept the proposal for design and construction services and to include the services for the storm windows in the not to

exceed amount of \$10,000; seconded by Member Josh Rownd; so voted 4-1-0 with Peter Bryson abstaining.

Project Sign: The Committee then discussed the project sign. Member Elizabeth Mullholland volunteered to get a quote and Chairman Smith volunteered to send the design to Mass Historic for approval.

Repointing of Foundation: It was the consensus of the members to postpone the repointing of the brick foundation and roll this item into the larger project.

Marketing Strategy: At this time, Selectman Martha Morrison joined the meeting and the discussion on marketing strategy commenced. Ms. Morrison informed the members that she had talked with Jeanne Pickering relative to the development of a Facebook page, and suggested that the Committee invite Ms. Pickering to a meeting to discuss marketing strategy for internet access on website and possible Facebook page and how to manage and input data. Other methods were also suggested: blog, press releases, Residence of Topsfield Facebook page; Police twitter account.

The meeting was adjourned at 10:27 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. Adams & Smith Window Restoration Proposal dated September 11, 2015
3. Section VI of Local Project Coordinator Manual: Publicity and Project Sign

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.
