

Topsfield Town Hall Building Committee

September 30, 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, Ben Nutter and Josh Rownd and ex-officio members Boyd Jackson and Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt, Wendall Kalsow, Doug Manley

Schematic Design Project: The Committee and Wendall Kalsow and Doug Manley, the project design team from McGinley Kalsow reviewed the status of the project which also encompassed several elements as follows:

- General Project Update
- Test Pit Excavations
- Aerial Lift Inspection
- Window Restoration Documents
- Site Survey
- Review of Previous Reports
- Building User Interviews
- Truss Inspection
- Design Schemes for use of Auditorium
- Next Meeting

Incorporated herewith as part of the September 30, 2015 Town Hall Building Committee minutes is the attached project minutes by McGinley Kalsow concerning the above listed elements.

Projected Space Needs: As part of the discussion, it was the consensus of the members that the appropriate starting place relative to previous studies was the 2007 Report which determined that this building is the appropriate place as Town Hall. The members directed the project team to determine what the appropriate space is for governmental needs in 2015 and in the future.

Council on Aging Space Needs: The project team queried the members as to which departments could possibly be located in space outside of this building. The response was the Council On Aging; however, it was noted that there is no other space in Town facilities that could be used or at this time leased on a long term basis. At minimum, the project team would need to program space for the administrative office and look to include limited program space in the alternative design plans.

Temporary Space: There was a short discussion on alternative swing space during construction that was projected to be 14 to 18 months. A major issue which Ms. Knight pointed out would be access to the central servers from various locations.

Mr. Kalsow and Mr. Manley left the meeting at 10:20PM.

Front Façade Advertising Status: Ms. Knight informed the Committee that she had registered the project in the Central Register per procurement requirements and it would be published on October 7th. Ms. Knight further requested recommended contractors from the members such that she could contact them as to interest.

The meeting was adjourned at 10:30 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 project minutes, dated September 30, 2015

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.
