

## **Topsfield Town Hall Building Committee**

February 11, 2015

Chairman Jackson called the meeting to order at 9:14 AM at the Town Library. Committee members present were Boyd Jackson, Elizabeth Mulholland, Gregor Smith and ex-officio members Kellie Hebert, Martha Morrison. Community Development Coordinator Roberta Knight was also present.

**Visitors:** Selectman Dick Gandt.

**Executive Summary:** Chairman Jackson summarized the February 4<sup>th</sup> meeting discussion for Member Elizabeth Mulholland who had been absent due to illness. The two important points were the loss of the \$100K earmark funds and the decision to present a warrant article at the May 2015 town meeting for a schematic design plan based on previous studies.

Member Gregor Smith summarized the phasing process as follows: (1) funding for schematic design services, (2) funding for full design development and construction drawings, (3) funding for construction and (4) actual construction.

Chairman Jackson stated that he planned to meet with the COA Director Jodi Gibley and would follow up with a meeting with the COA Board to discuss essential services and the future expectations being discussed by the Board relative to a senior center to meet the functional needs of the senior population.

Selectmen Morrison stated that as a practical approach the COA staff should be housed at Town Hall and this should be taken into account under the schematic design. The study should determine what services need to be offered and what cannot be offered due to the lack of space.

**Warrant Article Funds:** The Committee discussed the funding request amount for the two proposed articles which would be submitted to the Board of Selectmen for town meeting action.

Member Gregor Smith, based on his professional experience in project management recommended to plug in a project budget of \$150,000 for the schematic design. Based on the previous studies and a refined scope of work detailed by the Committee, he concluded that the amount of \$150,000 would be sufficient.

The members then reviewed the cost projections for the window restoration project and agreed on the number of \$175,000 which would include storm windows, a contingency and construction administration.

At this time, Chairman Jackson requested that a motion be made to accept the concept of the warrant articles with understanding of refinement; said motion was made by Member

Gregor Smith and seconded by Member Elizabeth Mulholland; so voted 3-0. Member Ben Nutter was absent.

The meeting was adjourned at 10:15 AM.

Respectfully submitted,

Roberta M. Knight  
Community Development Coordinator