

MEETING MINUTES #13

Project: Topsfield Town Hall Renovation and Historic Preservation

Date of Meeting: May 18, 2016

Attendees: Gregor Smith – Building Committee, Chair
Donna Rich – Building Committee
Josh Rownd - Building Committee
Ben Nutter - Building Committee
Elizabeth Mullholland - Building Committee
Boyd Jackson – Topsfield Selectman
Mark Lyons
Richard Gandt
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsi- bility
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NEW BUSINESS

13.1	05/18/16	MKA Contract Proposal Committee is still reviewing the MKA services proposal for the design development, contract document, bidding and construction administration phases. Town will issue a letter of intent that will authorize MKA to continue work while the Owner/Architect Agreement is being developed.	Committee
13.2	05/18/16	COA Comments of Schematic Plans MKA presented an updated plan option that places the COA on the ground floor. While the drawings indicate that this can work space-wise, attendees discussed whether this works well adjacency-wise for the overall use of the building. Committee will invite COA Board to attend next meeting to discuss.	Committee
13.3	05/18/16	General Comments of Schematic Plans - MKA has looked at a more efficient stacking of toilet rooms.	

		<ul style="list-style-type: none"> - There is concern that the first floor corridor in the existing building should not feel tight. Glass doors and wall glazing will help. - Plans should accommodate the current needs for departments, without growth. - Server room may not work well where it is currently shown on the 1st floor with mail and copy. It may need to be more secure, and in a space that can have separate and better environmental control. 	
13.4	05/18/16	Building User Input MKA will further develop the various departments to show furnishings, etc. over the next couple of weeks. Then building users should be invited to review and comment. MKA should review IT requirements with Bob Sundberg. Donna will work on scheduling a time that could work for a meeting.	MKA / Committee
13.5	05/18/16	C149a Procurement Attendees agreed to pursue the Construction Manager at Risk approach to the project. Gregor is working on a Request for Qualifications for the Owner's Project Manager. When OPM and Architect contracts are in place, the Town will apply to the Inspector General for a Notice to Proceed with c149a delivery method.	Committee
13.6	05/18/16	Site Survey MKA requested that the survey drawings be further developed to include contour and elevations, since re-grading of the site is critical for accessibility and drainage. MKA to mark up a plan to indicate the extent of area where contour should be identified.	MKA/ Committee
13.7	05/18/16	Program for Auditorium Use Team needs to work on identifying use requirements for the restored auditorium. Committee will identify stakeholders, and will also look back to earlier Committee work that addressed this issue.	Committee
13.8	05/18/16	Next Meeting <ul style="list-style-type: none"> • Next meeting will be May 25 at 9:00am at Town Hall. Agenda will include discussion of COA needs program. 	

Please review minutes. These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.