

Topsfield Town Hall Building Committee

March 4, 2015

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

Visitors: Dick Gandt

At this time, the Committee reviewed the Fiscal 16 Capital Improvement handouts provided by Town Administrator Kellie Hebert for the Town Hall Projects which will be considered by town meeting as two warrant articles.

Town Hall Offices-Schematic Design: The members discussed the capital outlay budgets for the multiple phases for the project: FY16 - \$100,000; FY17 - \$800,000; FY18 - \$760,000. These cost estimates correlate to the estimated conceptual budgets that member Gregor Smith had previously proposed. It is very important to keep in mind that these cost estimates are preliminary conceptual budgets based on the current building information and must be qualified that the figures may change. For fiscal 2016, the requested funding in the amount of \$100,000 would be presented at town meeting to retain a professional architecture firm for the purposes of developing schematic design plans for the renovation of town offices. These plans would allow for the preparation of an informed budget for substantial Town Hall renovations to meet the needs of the town in the most efficient way possible.

Town Hall Envelope Repairs & Window Restoration: Chairman Jackson noted that the current estimated budget for exterior envelope projects and window restoration project is currently estimated at approximately \$235,000. Ms. Hebert noted that these repairs would be under a borrowing warrant article. The demolition of the east porch portico had been removed since demolition should not be a borrowed item. The demolition would be funded by the facilities article funds. Please refer to the attached "Capital Improvement Program 2016 Budget Requests" for specific projects and associated estimated costs.

Further, Ms. Hebert suggested that the borrowing warrant article for the exterior projects could be moved to the May special town meeting such that the work on the various tasks could begin in May of 2015 instead of waiting till July first. If borrowing is not approved, a number of the project items were listed in the DRA Facilities Report and funds have previously been appropriated to address these items. The current available funds are approximately \$262,050. The Committee would need to ask the consultants as to how quickly they would be able to move on the specifications, once funding is in place.

Model Outline for Program Plans: At this time, Chairman Jackson passed out copies of the 1997 schematic design that was proposed by Meyer & Meyer. This design was based on the premise that space for the program design remained within the current structure. Interior renovations would require structural changes within the current building envelope. The program plan provided first floor offices, an interior elevator and the second floor auditorium would be converted into offices and meeting room spaces. The offices would be located around the perimeter with a meeting space in the middle. A second floor mezzanine would be constructed in order to provide ceilings for the offices. The stage would be eliminated and the balcony would house meeting space. One of the main issues with this plan was where to put the mechanicals for the elevator on the steep slate roof.

The discussion continued comparing this design with the 2002-2004 Galante designs for an exterior south side elevator with a small addition which would become the main entrance for the building to meet ADA requirements and provide a space for the Council On Aging. Further, the 2007 study concentrated on reuse and space needs with private offices for department heads and open areas with counters.

Member Gregor Smith stated his view that we do not want to have the architects take the old plans and make them work. There are new issues that require additional program needs such as record storage, cable, web, and server space which must be addressed in the new world as well as changes in the departments housed at Town Hall and their space requirements. These plans should be reviewed for information purposes. The Committee should provide program information, operational needs, structural and mechanical issues of the building. The schematic design should provide the Town Hall departments with program space within a plan that is most efficient and least expensive as possible. If the program exceeds the volume of space within the current building envelope, then decisions will need to be made relative to the size of an expansion to the building in order to best provide for the governmental needs of the 21st century.

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. Capital Improvement Program: Fiscal 2016 Capital Budget Requests

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.