

Topsfield Town Hall Building Committee

March 11, 2015

Chairman Jackson called the meeting to order at 9:06 AM at the Town Hall. Committee members present were Boyd Jackson, Elizabeth Mulholland, Ben Nutter and Gregor Smith, and ex-officio member Kellie Hebert and Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Review of Warrant Articles: Chairman Jackson noted that the building repair projects and the schematic design plans based on the current FY16 Capital Improvement Program would be drafted and submitted as two separate articles for the ATM warrant. He and Town Administrator Kellie Hebert then reviewed the FY16 Capital Improvement Program. See attached program plan for specific details. Ms. Hebert noted that the design plan would be an ATM warrant article funded by free cash which the Finance Committee has set aside this project. The list of exterior repair items in the consolidated sum of \$227,000 has been placed under a borrowing STM warrant article. As an STM article work would be able to commence in May and June of 2015.

Minutes:

Chairman Jackson made the motion to approve the minutes of February 4, 2015; February 11, 2015; February 18, 2015 and February 25, 2015 as written; seconded by Member Elizabeth Mulholland; so voted 4-0-0. Member Ben Nutter abstained.

Review of Model Outline: Chairman Jackson at this time requested the members to review the prior 1997 and 2001 Meyer & Meyer Plans and the 2002 Galante Study which had been previously handed out in past meetings. The Chairman noted that the 2001 plan showed revisions to the first floor, but kept the auditorium intact. The 1997 plans show the addition of a mezzanine with a modified second floor. The Galante Study shows an exterior elevator and addition. The current estimate for the restoration project with an addition is between \$7-8 Million. Chairman Jackson then stated based on that cost we may need to try to do the program design within the building.

He further noted that he has had a conversation with COA Director Jodi Gibeley and COA Chair Penny Rogers who expressed the need for a downtown location with the administrative offices and program space together. The COA by citizen petition has placed a warrant article for town meeting action in May for the funding of a senior needs assessment which would run parallel with the schematic design programming.

Selectman Martha Morrison noted that the architect consultant would find out the needs of the various departments as part of the program design process and used this information with other variables such as the structural, mechanical and electrical

components and storage requirements to design a program plan for Town Hall that would be most efficient and cost effective.

Storage Requirements for the Building: As part of the modeling discussion, the members discussed at length the storage requirements for the Town Hall departments. Ms. Morrison noted that this was one of the biggest issues for the design plan. Member Gregor Smith stated that the architect would need to be familiar with the public records schedule and would need to incorporate storage as part of the space analysis. According to Selectmen Morrison, the biggest problem is the volume of current records in the building. Member Smith noted that there seems to be a need to bring in an archivist to set protocols and alternative options for climate control storage within the building or at a remote site. The basement, stage, balcony and individual office storage must be incorporated into the design program.

Design Scope of Work: The members followed with a discussion on the design scope of work which would include storage space. Member Gregor Smith volunteered to commence work on this stage of the overall project. Member Ben Nutter noted that he had an electronic disk of Galante's 2002 program and he would work with Gregor on this model scope of work for the Request For Proposal. Ms. Knight noted that she has in her files a Request For Qualifications which could be used as a starting point for the legal front end requirements and evaluation process.

Marketing of Projects: The Committee then discussed the development of a marketing campaign for the projects. Selectman Morrison noted that she could design a powerpoint presentation for the website using the Smith Finch report and pictures of both the interior and exterior conditions of the building. It could be modified for a possible cable presentation. The addition of historical pictures and background information would enhance the presentation.

Massachusetts Historic Preservation Restriction: At this time, Ms. Knight presented a copy of the Restriction to the Committee to review. It confirmed that both interior and exterior repairs/renovations would require approval from the Commission, especially if the town wanted to establish offices in the auditorium. (*Note: Massachusetts Historical Restriction in place for acceptance of funds for the 2002 Envelope Project*). Member Elizabeth Mulholland noted that the auditorium and front stairwell are the only historically significant features of the building.

The meeting was adjourned at 10:01 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. FY16 Capital Improvement Program dated 3/10/2015
3. Mass Historic Preservation Restriction dated April 29, 2002

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.