

Topsfield Town Hall Building Committee

April 1, 2015

Chairman Jackson called the meeting to order at 9:08 AM at the Town Hall. Committee members present were Boyd Jackson, Ben Nutter and Gregor Smith, and ex-officio members Kellie Hebert and Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Marketing Campaign: This meeting was centered on developing a coordinated marketing campaign that could access both the website and cable channels and the Town Meeting presentation by the Committee.

Selectman Morrison presented the Committee members with a powerpoint presentation that she had developed and which could be marked up in paper form. This draft was distributed to the members for their comments and additions. Selectmen Morrison noted that she would like to insert more pictures of the rot and deterioration of the building. This presentation would be placed on the website and could also be played on a screen in the lobby of the Proctor School and on a screen in the auditorium prior to the start of Town Meeting. The members agreed that it was an effective presentation and they would review for corrections and possible additions; however, it was the consensus of the Committee that the presentation could be used as is with minor input.

The members agreed that it was imperative that the Committee should make a presentation at Town Meeting.

The members then discussed putting together a video to be aired on the cable TV channels. TA Kellie Hebert suggested that the video begin with quotes from each member and it was also decided that each member should explain their individual professional background and expertise that they bring to the Committee for this extensive project. It was also the consensus to add professional resume of each member to the powerpoint presentation. Ms. Hebert would contact the Boxford Cable TV group to schedule the production of the video and coordinate with the members' schedule. It was suggested that instead of a regular scheduled meeting, a Wednesday morning would be a good time to make the video.

Development of the Schematic Design Scope: The members discussed that the interior must be designed as a 21st century office space to serve the future governmental needs of the community as well as the offices being in compliance with the ADA requirements. The maintenance of the exterior historic structure would continue as separate projects during the design phases for the total restoration project that would cost several million dollars.

The members then reviewed the scope of work that was in the process of conceptual development by consultants Richard Smith and William Finch. There would be two

exterior repair projects. The first would be the repair of the front façade and the three (3) second floor windows in need of immediate restoration. The second project would be the restoration of all the remaining windows as part of the MPPF application.

Mass Historic Restriction Easement: The easement was discussed in terms of its restrictions for the interior of the building. The scope of the total restoration in terms of usable space and a possible addition would depend on what the Commission would allow in the auditorium. Member Ben Nutter volunteered to review the easement and connect with Member Elizabeth Mulholland for her input.

The meeting was adjourned at 10:05 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. Powerpoint presentation Draft by Martha Morrison

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.
