

## **Topsfield Town Hall Building Committee**

April 15, 2015

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

**Visitors:** Richard Smith

**Window and Front Façade Repairs:** Consultant Richard Smith reviewed with the Committee his fee proposal for the development of the scope of work for this repair project. After a short discussion, the Committee agreed that the project fee due to the detailing required in the specification would be based on time and materials and not a lump sum amount. Member Ben Nutter made the motion to approve the designer fee proposal in the not too exceed amount of \$9,950.00; seconded by Member Gregor Smith; so voted 4-0.

Ms. Knight noted that she would make this revision to the designer services contract and would forward two originals to Mr. Smith for signing. Copies of the contract were available for the members. Ms. Knight noted that it was the standard contract for such services.

**Update Status on Grant:** Mr. Smith informed the Committee that the majority of the work on the scope of services section for the grant had been completed. There were some carpentry details to be completed as well as the grant narrative. This should be completed by the end of the month.

**Grant Support Letters:** Ms. Knight reminded the Committee that support letters would need to be submitted from various town officials, state legislators (Hill & Lovely) and community groups. She had a draft description of the project and requested additional input from Mr. Smith. Ms. Knight noted that she also had scanned copies of the various letters of support from the 2001 grant application. She planned to request letters of support from the various individuals and groups and would provide them with a draft template and a scanned copy of the previous grant's support letter.

**Marketing for Website and Cable Presentations:** Selectman Martha Morrison at this time presented the members with a hard copy of the powerpoint presentation that she had drafted for the website and as edited by Selectman Gandt. She requested that they review the presentation and make comments for incorporation prior to be placed on the front page of the website. Ms. Morrison also noted that she had revised the presentation by deleting the description and just showing images to create a five minute powerpoint for

town meeting. The thought would be to have this video running on a screen in the auditorium prior to the meeting.

The members then discussed the production of a video for cable TV. Ms. Morrison noted that we needed to respond to Jonathan Rivers at the Boxford studio to schedule the filming. Chairman Jackson asked TA Kellie Hebert to coordinate the scheduling. It was the consensus that instead of the regular meeting next Wednesday, if this could be coordinated, that the members would go to the studio and record their respective presentations.

Ms. Morrison then suggested that Boyd Jackson do an opening presentation as Chair, followed by Elizabeth Mullholland on the history, Ben Nutter on the prior projects and Gregor on the future work to be done. She also suggested that each give a short bio background statement.

**Status of Schematic Design RFP:** Member Gregor Smith noted that he had 50% of the proposal completed. This was the hardest part and should finish the draft in a few days to forward the Ben Nutter to review and comment.

**Mass Historical Restriction Easement:** Member Elizabeth Mulholland noted that she had made contact with parties relative to the approach that the Committee should take with Mass Historic concerning the auditorium's status as part of the major restoration project. The Committee then discussed the restriction easement at length as to what would still be considered historical and what would Mass Historic allow in terms of changes to the interior and exterior of the structure.

**Back Exterior Stairs:** After a short discussion, the members agreed that Ms. Knight should get estimates at this time for the least expensive repair. If town meeting did not take positive action on the repair articles, then the Committee would have to re-examine for a more permanent long-term solution.

**Meeting Schedule/Town Meeting Preparation:** It was the consensus to meet on April 28<sup>th</sup> to draft possible questions and answers from residents at Town Meeting. Selectman Morrison recommended that Committee Chairman Jackson make a report at the appropriate time as part of the warrant articles discussion. She volunteered to draft a script for this purpose.

The meeting was adjourned at 9:57 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 by Martha Morrison
3. Window and Front Façade Designer Contract
4. Fee Proposal from Adams & Smith

*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.