



MEETING MINUTES #7

Project: Topsfield Town Hall Renovation and Historic Preservation
Phase I Schematic Design

Date of Meeting: January 7, 2016

Attendees: Gregor Smith – Building Committee, Chair
Donna Rich – Building Committee
Josh Rownd - Building Committee
Elizabeth Mulholland - Building Committee
Mark Lyons - Building Committee
Boyd Jackson – Topsfield Selectman
Barbara Michalowski – Topsfield Treasurer
Laurie Lombard – Eastern Bank
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsi bility
5.1	12/2/15	<p>Site Survey</p> <p>Selectmen approved the proposal from Donohoe Survey, and field work has been started. MKA will contact Donohoe to check progress and get a timetable for drawing.</p> <p>12/16/15 - MKA received a draft copy that has helped them locate the property line between the Proctor School and Town Hall properties, and to locate features on the schematic site plan.</p> <p>01/07/16 – Survey is complete, and drawings were made available. Plans were accompanied with a letter from Paul Donohoe that identified a number of issues that may require title follow-up. These drawings should not be recorded with Registry at this time.</p>	

NEW BUSINESS

7.1	01/07/16	<p>Financing of the Project</p> <p>Laurie Lombard and Barbara Michalowski presented charts showing the impact of borrowing \$8million for the project, plus \$800,000 for planning, with a number of term options, and how</p>	
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		<p>this scenario fits with the Town's current, expiring, and projected financial commitments. Charts indicated the impact on the tax rate, and on median residential tax bill. Among the general review comments were:</p> <ul style="list-style-type: none"> • This information is very helpful in explaining the financial impact of the project on tax payers, and the Committee will work with Ms. Lombard and Ms. Michalowski to refine a version for use in public information sessions. • Team should work to improve the graphic presentation, to simplify and clarify the information for the public • Presentation needs to be more consistent with the terms "exclusion" and "exempt" • Building Committee should keep Ms. Lombard and Ms. Michalowski informed as the construction cost and soft costs are being developed, to update the numbers as required. 	
7.2	01/07/16	<p>Review of Design Progress</p> <p>Committee reviewed the progress of Schemes B and C, and had the following comments:</p> <ul style="list-style-type: none"> • The room labels "Future Finance Director" and "Future Planning Director" suggest governmental growth. Stay with "Procurement and Community Development" and an un-designated office in the land use departments. • MKA should indicate furnishings in conference rooms to confirm sizes. • For future public presentations, Building Committee should be prepared to explain that a Scheme A was looked at and dismissed as not solving the program needs. • Building Committee will need to explain the impact of the MHC Preservation Agreement on the Auditorium, and why vertical subdivision was not feasible. • MKA will further refine the schemes based on comments. 	
7.3	01/07/16	<p>Presentations to Town Boards and Commissions</p> <p>The Building Committee would like to present the schemes at a working session of the Board of Selectmen and Historical Commission on 1/13 to see if there is a preferred scheme to advance. Other presentations will be required to Zoning Board, Planning Board, School Committee, Board of Health, etc.</p>	
7.4	01/07/16	<p>Relocation of ball field</p> <p>The proposed relocation of the ball field should be reviewed and</p>	

		approved by the Parks and Cemetery Committee	
7.5	01/07/16	Next Meeting <ul style="list-style-type: none">• Next meeting will be January 20, 2016 at 9:00am at Town Hall	

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