



MEETING MINUTES #8

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

Date of Meeting: January 27, 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
Ben Nutter – Building Committee
Peter Bryson – Building Committee
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsibility
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NEW BUSINESS

7.2	01/07/16	Review of Design Progress Committee reviewed the progress of Schemes B and C, and had the following comments: <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.	
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	01/27/16	Update: Schemes were presented to a working session of the Board of Selectmen and Historic Commission on January 13, and the decision was made to advance Scheme C and to base the cost estimate on that scheme.	
7.3	01/07/16	Presentations to Town Boards and Commissions 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.	
	01/27/16	Update: Committee will work to establish a schedule for presentations. A public presentation is tentatively scheduled for March 31.	

NEW BUSINESS

8.1	01/27/16	Geotechnical Report Committee has heard comments that the underground water table may have seasonal fluctuation that was not identified in the soil borings, and that the ground floor may experience flooding. Committee discussed the need to present the findings from the geotechnical report with confidence. MKA will discuss further with the geotechnical engineer, and will research the value of installing a monitor well. Boyd will get further background from DPW on past trends and experience in the vicinity.	Team
8.2	01/27/16	Review by Mass Historical Commission MKA sent Scheme C drawings and the Topsfield Historic Commission review letter to MHC for review.	
8.3	01/27/16	Cost Estimate MKA provided a draft of the construction cost estimate. MKA and consultants need to review in more detail. Team will work to identify the soft cost items in order to provide an accurate total project cost. MKA will provide a fee proposal for the next phases.	Team
8.4	01/27/16	FAQ List Committee will work to draft a list of anticipated questions and responses. Among items to be included should be: <ul style="list-style-type: none"> • Was use of Proctor School generator considered? • Was vertical subdivision of the auditorium considered? • How does the MHC preservation agreement effect design? • How will existing flooding condition at basement be corrected? • Who will use the auditorium? 	

8.5	01/27/16	Review of Building Rendering MKA presented a draft view of a proposed rendering of the building and addition to be used for promotional purposes. Committee provided review comments and MKA will revise and provide a final version.	
8.6	01/27/16	Next Meeting <ul style="list-style-type: none">• Next meeting (with MKA) will be February 10, 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.