



MEETING MINUTES #9

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

Date of Meeting: February 10, 2016

Attendees: Gregor Smith – Building Committee, Chair
Donna Rich – Building Committee
Josh Rownd - Building Committee
Elizabeth Mulholland - Building Committee
Mark Lyons - Building Committee
Ben Nutter – Building Committee
Peter Bryson – Building Committee
Kellie Hebert – Town Administrator
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsibility
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.	
	02/10/16	Update: A schedule for meetings has been established. Presentation to Council on Aging took place yesterday. Tonight the Committee will present to the School Committee and to Conservation Commission.	
8.1	01/27/16	Geotechnical Report Committee has heard comments that the underground water table	

	02/10/16	<p>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.</p> <p>Update: MKA reported that McPhail questions the value of a monitor well. MKA will provide Committee with a summary of findings from the geotechnical report, along with recommendations for project scope that will address the water problems for ground floor.</p>	MKA
8.2	01/27/16	<p>Review by Mass Historical Commission MKA sent Scheme C drawings and the Topsfield Historic Commission review letter to MHC for review.</p> <p>Update: MKA talked with Paul Holtz at MHC on 2/9. He generally approves of the schematic design, and will send a review letter soon.</p>	
8.4	01/27/16	<p>FAQ List Committee will work to draft a list of anticipated questions and responses. Among items to be included should be:</p> <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	<p>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.</p>	
	02/10/16	<p>Update: MKA presented a new rendering, revised per Committee comments.</p>	

NEW BUSINESS

9.1	02/10/16	<p>Report from presentation to Council on Aging COA is generally very happy with the space that will be provided, and feels that the design responds to needs identified in the UMASS study report. COA comments included: elevator should be stretcher sized, look at providing more accessible</p>	
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		parking spaces than code minimum, consider more women's fixtures than men's in toilet rooms.	
9.2	02/10/16	Review of draft design for postcard Attendees reviewed design of an invitation post card for the March 31 general information meeting. MKA will revise text and format, Donna will work on internet domain TownHallProject@topsfield-ma.gov	
9.3	02/10/16	Community Preservation Act (CPA) Attendees discussed the advantages to the project, if CPA were adopted in Topsfield. Committee will continue to research and discuss, to determine if the CPA decision can or should be placed on this year's warrant which is open until Feb 22.	
9.4	02/10/16	Friends of Town Hall Attendees discussed the advantages to the project of the creation of a 501(c) (3) "Friends of Town Hall" Committee to facilitate private fund raising for Town Hall. Discussion to continue.	
9.5	02/10/16	Next Meeting <ul style="list-style-type: none">• Next meeting (with MKA) will be February 24, 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.