

MEETING MINUTES #15

Project: Topsfield Town Hall Renovation and Historic Preservation

Date of Meeting: June 1, 2016

Attendees: Gregor Smith – Building Committee, Chair
Ben Nutter - Building Committee
Elizabeth Mullholland - Building Committee
Peter Bryson - Building Committee
Boyd Jackson
Richard Gandt
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsi- bility
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NEW BUSINESS

13.1	05/18/16	MKA Contract Proposal Committee is still reviewing the MKA services proposal for the design development, contract document, bidding and construction administration phases. Town will issue a letter of intent that will authorize MKA to continue work while the Owner/Architect Agreement is being developed.	Committee
	5/25/16	Update: Donna will write a letter of intent. Gregor will distribute a copy of the MKA proposal to the Committee for review, with his mark-ups. Amendment to existing contract would be the best way to proceed.	
	06/01/16	Update: Committee will review a draft letter of intent today. Gregor and Wendall are planning to have a phone conversation later this week to review comments on the MKA proposal.	
13.3	05/18/16	General Comments of Schematic Plans <ul style="list-style-type: none"> - MKA has looked at a more efficient stacking of toilet rooms. - There is concern that the first floor corridor in the 	

		<p>existing building should not feel tight. Glass doors and wall glazing will help.</p> <ul style="list-style-type: none"> - Plans should accommodate the current needs for departments, without growth. - Server room may not work well where it is currently shown on the 1st floor with mail and copy. It may need to be more secure, and in a space that can have separate and better environmental control. 	
	05/25/16	<p>Update:</p> <ul style="list-style-type: none"> - MKA revised first floor plan to change adjacencies and locate the mail/print/copy room more centrally. - MKA will look at flipping the stair and men's room location so that toilet rooms back up to each other. - MKA will look at making the Selectmen's Meeting Room larger. - MKA will look at a better location for Building Department's transaction window. 	
	06/01/16	<p>Update: Attendees reviewed revised plans that responded to the above comments. Plans have also been further developed to indicate furniture layout for rooms.</p>	
13.4	05/18/16	<p>Building User Input MKA will further develop the various departments to show furnishings, etc. over the next couple of weeks. Then building users should be invited to review and comment. MKA should review IT requirements with Bob Sundberg. Donna will work on scheduling a time that could work for a meeting.</p>	
	05/25/16	<p>Update: Committee provided a list of IT requirements.</p>	
	06/01/16	<p>Update: MKA will coordinate with Donna for setting up times to review drawings with the various departments. Also, Committee will work to identify someone who can comment on the requirements for Cable TV.</p>	
13.5	05/18/16	<p>C149a Procurement Attendees agreed to pursue the Construction Manager at Risk approach to the project. Gregor is working on a Request for Qualifications for the Owner's Project Manager. When OPM and Architect contracts are in place, the Town will apply to the Inspector General for a Notice to Proceed with c149a delivery method.</p>	
	06/01/16	<p>Update: Gregor has a draft version of an RFP for the OPM</p>	

		for review.	Committee
13.6	05/18/16	Site Survey MKA requested that the survey drawings be further developed to include contour and elevations, since re-grading of the site is critical for accessibility and drainage. MKA to mark up a plan to indicate the extent of area where contour should be identified.	MKA
	05/25/16	Update: MKA's civil engineer (Graham Associates) is to provide topography as part of his scope. MKA will coordinate with Donohoe and Graham.	
	06/01/17	Update: MKA still needs to coordinate topo provisions with Graham and Donohoe. Also, MKA needs to start to identify location options for the septic system so that this can be worked into overall planning for temporary office trailers.	
13.7	05/18/16	Program for Auditorium Use Team needs to work on identifying use requirements for the restored auditorium. Committee will identify stakeholders, and will also look back to earlier Committee work that addressed this issue.	Committee
14.1	05/25/16	Building Committee The Committee is considering identifying additional potential members for recommendation to the Board of Selectmen.	Committee
NEW BUSINESS			
15.1	06/01/16	Additional Plan Review Comments MKA should look at options for storage of tables and chairs to help with the flexibility of meeting rooms.	MKA
15.2	06/01/16	Meeting times MKA requested that the meeting start time be moved to 8:00am on Wednesdays, due to other scheduling conflicts. Gregor will review with all Committee members and respond.	

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