

## MEETING MINUTES #17

**Project:** Topsfield Town Hall Renovation and Historic Preservation

**Date of Meeting:** June 22, 2016

**Attendees:** Gregor Smith – Building Committee, Chair  
 Peter Bryson - Building Committee  
 Donna Rich – Building Committee  
 Mark Lyons – Building Committee  
 Josh Rownd – Building Committee  
 William Quinn – Council on Aging  
 Boyd Jackson  
 Richard Gandt  
 Wendall Kalsow – MK&A  
 Doug Manley – MK&A

### Meeting Summary

Item	Date	Subject	Responsi- bility
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### NEW BUSINESS

<b>13.1</b>	<b>05/18/16</b>	<b>MKA Contract Proposal</b> 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
	<b>5/25/16</b>	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.	
	<b>06/01/16</b>	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.	
	<b>06/15/16</b>	Update: Committee voted to approve the contract amendment. It will go to the Board of Selectmen for decision on 6/20.	

	06/22/16	<b>Update: Town will send signed contract to MKA later this week.</b>	
13.4	05/18/16	<b>Building User Input</b> 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.	
	05/25/16	Update: Committee provided a list of IT requirements.	
	06/01/16	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.	
	06/15/16	Update: MKA will meet with departments on 6/15 and 6/16 to review space design.	
	06/22/16	<b>Update: MKA met with most departments on 6/15 and 6/16. MKA will meet with the Town Accountant and the Health Agent today.</b>	
13.5	05/18/16	<b>C149a Procurement</b> 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.	
	06/01/16	Update: Gregor has a draft version of an RFP for the OPM for review.	
	06/15/16	Update: the advertisement of the RFP for the OPM will appear in the 6/22 Central Register. Review and decision process will then take about a month.	
	06/22/16	<b>Update: Project is advertised in the Central Register today. Proposals are due 7/8. Committee hopes to present a recommended firm to the Selectmen on 7/25</b>	Committee
13.6	05/18/16	<b>Site Survey</b> 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.	
	<b>05/25/16</b>	Update: MKA's civil engineer (Graham Associates) is to provide topography as part of his scope. MKA will coordinate with Donohoe and Graham.	
	<b>06/01/17</b>	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.	
	<b>06/22/16</b>	<b>Update: Graham will be providing topo under the MKA contract. MKA expects a drawing by the end of next week.</b>	MKA
<b>13.7</b>	<b>05/18/16</b>	<b>Program for Auditorium Use</b> 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.	
	<b>6/22/16</b>	<b>Update: Committee will reach out to Steve Hall regarding use program, and to Bill Whiting and Brad Sweet for cable TV and broadcast requirements, and invite them to attend an upcoming Committee meeting.</b>	Committee
<b>16.1</b>	<b>06/15/16</b>	<b>Planning for Temporary Town Hall</b> <ul style="list-style-type: none"> <li>MKA will provide a square footage requirement for temporary office space.</li> </ul>	
	<b>06/22/16</b>	<b>Update: Total space should be around 6000 s.f. to hold current Town Hall offices. Splitting up into more than one site would be feasible. COA will look into moving into Emerson Center temporarily.</b>	
<b>16.2</b>	<b>06/15/16</b>	<b>Public Information Session</b> A public presentation of the project will be given at the July 25 Selectmen's Meeting. MKA will present project. Team should work to have the full project schedule determined for the meeting.	
<b>NEW BUSINESS</b>			
<b>17.1</b>	<b>06/22/16</b>	<b>Cash Flow Details</b> Town requested that MKA provide a projected cash flow for payments for the project, for borrowing purposes.	

<b>17.2</b>	<b>06/22/16</b>	<b>Design Development Issues</b> MKA will be working in more detail on the form and details of the addition. Committee expressed a strong preference that the glazed link be included in a final design.	
<b>17.3</b>	<b>06/22/16</b>	<b>Mass Architectural Access Board Variances</b> MKA will be developing a list of items that may require a variance from the MAAB. Items will include access to historic front entry, features at the historic main stair, possibly access to the balcony. MKA also will look at the code implications for occupancy of the balcony.	
<b>17.4</b>	<b>06/22/16</b>	<b>Next Meeting</b> <ul style="list-style-type: none"><li>• <b>Next meeting will be June 29 at 8:00am at Town Hall.</b></li></ul>	

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