



MEETING MINUTES #18

Project: Topsfield Town Hall Renovation and Historic Preservation

Date of Meeting: June 29, 2016

Attendees: Gregor Smith – Building Committee, Chair
Elizabeth Mullholland - Building Committee
Donna Rich – Building Committee
Mark Lyons – Building Committee
Ben Nutter – Building Committee
Josh Rownd – Building Committee
William Quinn – Council on Aging
Bob Sapienza – Topsfield IT rep
Steven Hall – Director, Regis College Fine Arts Center
Brad Sweet – Boxford Cable TV
Jonathan – Boxford Cable TV
Boyd Jackson
Richard Gandt
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsi- bility
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OLD BUSINESS

13.5	05/18/16	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.	Committee
	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.	

	<p>06/22/16 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</p> <p>06/29/16 Update: RFP Briefing Session is being held today. Qualifications are to be submitted by July 8.</p>	
13.7	<p>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.</p> <p>6/22/16 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.</p> <p>6/29/16 Update: Brad Sweet and Jonathan from Boxford Cable attended. Discussion points are as follows:</p> <ul style="list-style-type: none"> • Design should include empty conduit and pull string for cabling for televising in the Auditorium and the Selectmen's Meeting Room. Robot cameras would be installed. Conduit would terminate at control room. • Other smaller conference rooms could be video taped via tripod cameras. • Most of the current equipment on the balcony is 10 years old and should be replaced. • Broadcasts require that technician be on-site during event • Current design thinking is that the servers located on the balcony could be moved to ground floor to share space with Town server room. Control room could be moved to the present CATV server room at the balcony. Present equipment could fit in a single rack. • Town will need to contract with someone to design AV infrastructure. Brad recommends Access AV from Concord, NH. <p>Bob Sapienza discussed building IT needs:</p> <ul style="list-style-type: none"> • no replacement of server is required • empty conduit for infrastructure is best • data closets on each floor will make system easier to maintain • Server requires a UPS, even if there is a generator for the building. A stabilizer is needed before the UPS. • Decision should be made whether wireless access for the 	Committee

		<p>public should be included in project.</p> <p>Steve Hall discussed needs at Auditorium</p> <ul style="list-style-type: none"> • Design should consider who will be using the space. Many systems can be too sophisticated for rental users • The space should be evaluated by an acoustician, and recommendations should be developed based on optimal use. • Space should be developed with the intent that an audio system be included. • Provide adequate infrastructure for lighting, dimming, controls. • Provide flexible positions for lighting • Consider options for projection • Stage size will dictate use. i.e., it will be too small for dance production • Thrust stage will help the acoustics of the space. • MKA will develop a design that features a modified thrust stage for Committee review. 	
16.2	06/15/16	<p>Public Information Session</p> <p>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.</p>	
17.3	06/22/16	<p>Mass Architectural Access Board Variances</p> <p>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.</p>	
17.4	06/22/16	<p>Next Meeting</p> <ul style="list-style-type: none"> • Next meeting will be June 29 at 8:00am 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.