McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS

MEETING MINUTES #6

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

Date of Meeting: December 16, 2015

Attendees:
Gregor Smith – Building Committee, Chair
Donna Rich – Building Committee
Roberta Knight - Building Committee
Josh Rownd - Building Committee
Ben Nutter - Building Committee
Elizabeth Mulholland - Building Committee
Mark Lyons - Building Committee
Peter Bryson – Building Committee
Boyd Jackson – Topsfield Selectman
Penny Rogers – Topsfield COA
Bill Flynn – Topsfield COA
Jodi Gibely – Topsfield COA
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsibility
3.1	**10/28/15** **12/16/15**	**Historic photos of 2nd floor** Town will reach out via Facebook and possibly newspaper to ask the public whether any historic photos of the Auditorium exist. **COA will also reach out to their group for photos of the Auditorium.**	Town
3.2	**10/28/15**	**Needs Study for the Council on Aging** The UMASS Gerontology report for the Council on Aging is due to be finished in December. Since this may contain useful information on the Council's needs that can be incorporated into the Town Hall study, it would be good to get a draft copy of the report as soon as possible. 11/12/15 – Council on Aging will have a draft report by December 1.	

		12/2/15 – Final edits are being made to the COA report and it should be available soon. **12/16/15 – An unofficial draft copy of the report was made available to help the architects understand space use needs.**	

5.1	**12/2/15**	**Site Survey** Selectmen approved the proposal from Donohoe Survey, and field work has been started. MKA will contact Donohoe to check progress and get a timetable for drawing. **12/16/15 - MKA received a draft copy that has helped them locate the property line between the Proctor School and Town Hall properties, and to locate features on the schematic site plan.**	
5.3	**12/2/15**	**Generator** Generator should be outside of the building. Town will investigate and report whether the recently installed Proctor School generator was sized for possible tie-in with Town Hall. **12/16/15 – Town reports that the generator at Proctor School is a 300KVA, and is probably adequate to handle Town Hall, but that transfer switching may be expensive. MKA will have their electrical engineer review.**	MKA

NEW BUSINESS

6.1	**12/16/15**	**Review of Design Options** MKA presented further progress of 2 schemes, labeled Scheme B and Scheme C. The schemes responded to comments of the 12/2/15 meeting, and among the features were an open stair to connect ground floor and first floor, rebuilding of the Town Clerk's vault to allow relocation of Town Clerk, addition of transaction windows to the corridors. Among the general review comments were: - • Design should not reduce the current number of parking - spaces, but should look at increasing. - • MKA should look at entering at the first floor - • Entry to addition should feel more grand - • There is concern with the rooftop mechanical space - being a maintenance problem as a snow and leaf - collector - • Look at providing some informal gathering spaces - within corridors for meeting overflow, etc.	MKA

		- • Look at which of the current closed-in windows should be opened. - • COA generally likes the 2nd floor location, and the administration - • Restrooms near COA would be better with more women's fixtures than men's due to demographics <u>Scheme B comments</u>: • Restroom should not be located at a prime corner location •Look at increasing the size of new glazed connector piece (to be similar to Scheme C) <u>Scheme C comments</u>: • 2nd floor toilet rooms are not in a good location and and should be larger • 2nd floor Auditorium does not function as well as in Scheme B MKA will further develop the 2 schemes for the next meeting with the goal of having the Committee select one scheme to advance for final development.	
6.2	**12/16/15**	**Auditorium Use of 2nd Floor** Committee will work to identify a list of potential uses and users for the Auditorium	
6.3	**12/16/15**	**Presentation to Finance Committee** Gregor and Mark will be updating the Finance Committee on January 4.	
6.4	**12/16/15**	**Next Meeting** • Next meeting will be January 7, 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.