

Town Offices Study Committee

March 14, 2011 8:00am

Meeting Minutes

Present: Noah Eckhouse, Susan Brooks, Anita Scheipers, Jim Spindler, Brooks Mostue and Ed Lang

Not present: Patti Salem, Colin Smith

Also Present: Dick Thuma, OPM; Bryce Wolf, Planning Board Chair

Discussion and Action Items;

1. Ed proposed that Brooks Mostue head a new Design sub-committee to consider all appropriate options for designer selection and services for the remainder of the project. He suggested this include evaluating continuance of the MK&A contract, as well the option to as discontinue MK&A services and to contract with the second choice architectural firm. Anita stated that we are unable simply use the second choice firm without going through a new procurement process. She will check with town counsel to confirm this.
2. Noah clarified that the four things to complete at this meeting are: a) recap the Sunday, March 13th public meeting, b) discuss how to proceed with architectural services, c) discuss how to proceed with OPM services, and defining key action steps required of TOSC for remainder of project.
 - a. 3/13 Public Meeting: Based on the feedback received at the meeting, all present agreed the following additional PowerPoint slides are needed for town meeting. i. Show the \$1M option – Anita will prepare, ii. Show map detailing the alternate sites which could be considered for relocation of town offices – Anita will prepare, iii. Show the comparable costs of other town hall projects (per square foot) perhaps with comps to new construction – Susan will prepare, iv. Explain more detail about the hard vs. soft costs of the \$6.8 total project costs, v. add the estimated tax impact figures to the Cost of Options slide – Noah to check with FinCom chair John Koenig. ED provided copies of several sheets of information from past meetings that could be used to inform the creation of the new slides.
 - b. OPM services – Ed stated that he values Dick Thuma’s responsiveness, willingness to help, and the continuity he provides to the project. Dick Thuma has a good working relationship with TOSC and was of great assistance in Sunday’s public meeting. Ed is in favor of continuing with BH+A for the remainder of the project. All members present expressed agreement. Anita will call Dick Thuma to advise him of the committee’s intent, and to begin negotiation of the next contract.

- c. Architect services – In response to a previous statement considering the option, if available, of switching from MK&A to our second choice firm of Kang Associates, Noah stated Dick Thuma had informed him that Chelmsford had originally contracted with Kang Associates, and had been disappointed and ended up changing to contract with BH+A for the remainder of the design work. Ed suggested that BH+A influenced TOSC against Kang Associates in the July designer ranking and selection – possibly because of that situation. Noah also stated that he was told that MK&A will have an interior designer added to their team to assist us in the next phase of design work, and he reiterated that any change in design firm will result in a big schedule slip.

Anita presented her and MK&A's perspective on some design issues: TOSC gave conflicting instructions to MK&A, and that caused difficulty. Anita used instructions regarding transaction counters as an example.

It was agreed that Brooks would establish a design sub-group of three people (2 architects and one building "user"). Brooks asked TOSC members to list improvements each would like to see in the schematic design, and give the list to him at the next TOSC meeting. Brooks and the design subcommittee will use this information in its discussion with the architect, and develop design specifics and a value statement to present to TOSC. The subcommittee will work with the architect during the design phase and present to TOSC a bi-weekly update. Brooks will work to find appropriate volunteers for this sub-committee. The design specifics and value statement will be presented to MK&A when his group meets with them.

The option of hiring an additional design firm to conduct a peer review of MK&A's work to date was also discussed. No decision was made to take this action.

3. Next meeting on Monday March 21 at 8am.
4. Meeting adjourned at aprox. 10:05am.