

**Minutes of the Joint Meeting of the
Board of Selectmen &
Topsfield Town Hall Building Committee
Town Hall Conference Room
August 31, 2016**

Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland (arrived at 9AM), and Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Josh Rownd was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow, Doug Manley, Design Technique Inc representatives John Sayre-Scibona, other members of the Board of Selectmen Chairman Steve Lais, Martha Morrison, and Laura Powers (all arriving at 9AM), Selectman Boyd Jackson was absent and residents Dick Gandt.

9:00AM Chairman of the Board of Selectmen Steve Lais called the Board of Selectmen Meeting to order.

Purpose: Office of Inspector General Construction Manager at Risk Application: Selectman Mark Lyons made a motion that the Board of Selectmen vote pursuant to the provisions of General Laws Chapter 149A, including but not limited to Sections 2 and 4, to approve the use of the Construction Management at Risk Delivery Method and the contracting with a Construction Manager at Risk Firm for preconstruction and construction management services, all as defined and described in said Chapter 149A, in connection with the designing, remodeling, reconstructing and making of extraordinary repairs to the Town Hall, commonly referred to as the Town Hall Project, which project was approved under Article Twenty Fourth of the May 3, 2016 Annual Town Meeting confirming the public discussion at meetings of Town Hall Building Committee that the Construction Management at Risk Delivery Method for delivery of preconstruction and construction services would be used in connection with the Town Hall Project, and further, to authorize the Town Administrator and Chief Procurement Officer, and any other appropriate Town officials, to notify and file an application with the Inspector General's office for a notice to proceed under said Chapter 149A, and, in consultation with the Chair of the Board of Selectmen, to take any other actions necessary to carry out and implement this vote; seconded by Selectman Morrison; so voted: 4-0.

At 9:20AM Selectman Powers made a motion to adjourn, seconded by Selectman Morrison; so voted: 4-0

The Board of Selectmen left the meeting and the Town Hall Building Committee returned to their meeting.

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the BOS/THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. Supplemental Agenda from Design Technique Inc
3. Draft of the OIG Application for the CM at Risk

Approved as written at the September 12, 2016 Board of Selectmen meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.