

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
June 22, 2017**

Chairman Smith called the meeting to order at 4:03PM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Peter Bryson, Josh Rownd, Ben Nutter, and ex-officio member Selectman Mark Lyons. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Design Technique representative John Sayre-Scibona, McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow and Doug Manley, Selectmen Boyd Jackson and Dick Gandt, and resident Bette Cullinan.

Project Update: John Sayre-Scibona reviewed the results of the Filed Sub-bid opening performed by Projectdog. The committee discussed the bid submitted by the only elevator installer and what that meant. It was noted that a reconciliation meeting with McGinley Kalsow & Associates, Inc, Consigli Construction Co and Design Technique would occur next week; Chairman Smith stated he would attend. At first glance the Committee and others attending the meeting were pleased with the bid results submitted.

Member Ben Nutter made a motion to recommend Design Technique to direct Consigli Construction Co to negotiate Masonry and Misc & Ornamental Iron, where two bids were received, and elevator, where one bid was received, due to the bids that were over the estimated cost, seconded by Member Josh Rownd; so voted: 5-0.

Member Peter Bryson reviewed data research he did on the sprinkler heads describing the difference between NFPA 25 and NFPA 13. Peter also relayed that a sprinkler head dated before 1920 should be replaced. In addition, the sprinkler heads would need to be tested, therefore, further investigation on the sprinkler heads at Town Hall would be required to fully understand if they require replacement.

Minutes: Member Josh Rownd made a motion to approve the minutes as amended for September 28, 2016 October 5, 2016, November 30, 2016, December 7,14,21, 2016 January 25, February 1, June 7, 13, & 15, 2017, seconded by Member Liz Mulholland; so voted 5-0. Member Peter Bryson abstained from September 28 and December 7, 2016 and February 1 and June 7, 2017. Member Ben Nutter abstained from October 5, 2016 and June 13, 15, 2017. Member Gregor Smith abstained from December 7, 2016 and June 7, 2017. Member Liz Mulholland abstained from December 21, 2016, and February 1, 2017.

At 4:58PM Member Liz Mulholland made a motion to adjourn, seconded by Member Josh Rownd; so voted: 5-0

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

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

1. Agenda
2. Minutes: September 28, 2016 October 5, 2016, November 30, 2016, December 7,14,21, 2016
January 25, February 1, June 7, 13, & 15, 2017
3. Attachment B: Updated Filed Sub-Bid Estimated Cost

Approved as amended at the July 12, 2017 Town Hall Building Committee meeting.

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| <p>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.</p> |
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