

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
July 12, 2017**

Chairman Smith called the meeting to order at 8:03AM 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.

Project Update: John Sayre-Scibona reviewed the Budget Analysis & Cost Projection dated 7/11/17 stating the current forecast for construction cost is at \$7,042,758. It was noted that there would be a meeting on July 14 with McGinley Kalsow & Associates, Inc, Consigli Construction Co and Design Technique to finalize the GMP (Guaranteed Maximum Price). At present the contingency amount is approximately 7% of construction costs which Member Josh Rownd reported was a good position to be in, Chairman Gregor Smith agreed. The process of the GMP was reviewed, which would be that the committee would approve the construction costs, line by line at the July 19th meeting, which would then go before the Board of Selectmen for their approval at their July 24th meeting.

Chairman Gregor Smith announced that a donation in the amount of \$1,000 had been received from the Topsfield Garden Club for specific use with the landscaping at 8 West Common Street. There was discussion relative the receipt of future donations. Member Josh Rownd made a motion to recommend that the Board of Selectmen vote to accept the \$1,000 donation from the Topsfield Garden Club for landscaping use at 8 West Common Street, seconded by Member Ben Nutter; so voted: 5-0. Donna Rich stated that it would be deposited into a landscaping fund and a thank you note would be sent to the Garden Club. Chairman Gregor Smith noted that all donations received should be recorded below the Total Project Authorization number of \$9,859,000. Donna Rich would keep track of the donations and their intended use.

John Sayre-Scibona reported that the fence at 8 West Common Street was being erected.

Minutes: Member Ben Nutter made a motion to approve the minutes as amended for June 22, 2017, seconded by Member Josh Rownd; so voted: 5-0.

At 8:43AM Member Josh Rownd made a motion to adjourn, seconded by Member Peter Bryson; so voted: 5-0

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

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: June 22, 2017
3. Budget Analysis & Cost Projection dated 7/12/17

Approved as amended at the July 19, 2017 Town Hall Building Committee 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.