

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
April 18, 2018**

Chairman Smith called the meeting to order at 8:04AM at the Town Hall. Committee members present were Gregor Smith, Ben Nutter, Elizabeth Mulholland, Peter Bryson and Josh Rownd (left at 9:40am), 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 and Lee Sollenberger, Selectman Boyd Jackson, McGinley Kalsow & Associates representatives Wendall Kalsow, Fred Soule.

Change Orders: John Sayre-Scibona reviewed the Budget Analysis & Cost Projection dated 4/18/18, highlighting some line items such as the increase in the HAZMAT Removal, line 202a of additional funding for more contaminated soils, and Utility Back charges, and line 203 representing electrical work. McGinley Kalsow has an increase of \$11,330 representing fees for extra design services for a portable generator, the change of a storage area into a private office space, purlins and a catwalk in the attic and life line cable.

The Pending Change Log, dated 4/18/18, was reviewed by the Committee. Many of these items had been discussed prior and now they needed to be decided if the individual items were to be part of the project.

Member Josh Rownd made a motion to approve CR#15, demo/abate roof slate & flashings at valley in the amount of \$5,424.00, seconded by Member Liz Mulholland; discussion: asbestos has been identified in the slate roof and needs to be removed; so voted: 5-0.

Member Josh Rownd wanted clarification an article within the Special Town Meeting Warrant related to upgrading and equipping the renovated Town Hall with equipment for broadcasting. Chairman Gregor Smith explained that the funds are from the PEG Access and Cable fund and require Town Meeting vote to transfer and then expend the funds. It was suggested that Chairman Smith speak with the Chairman of the Finance Committee to ensure clarity on this issue, that it was never intended to be funded by the renovation project.

Member Ben Nutter made a motion to approve CR#32, added attic insulation options, \$12,339.60, seconded by Member Peter Bryson; discussion: the Committee noted that they have discussed this item many times before Member Ben Nutter commented that it should be done now during the project; so voted: 5-0.

Member Ben Nutter made a motion to approve CR#39, RFI #57-HP-41 vault changes, \$3,267.42, seconded by Member Josh Rownd; so voted: 5-0.

Member Ben Nutter made a motion to approve CR#40, RFI #76-vault enclosure, \$1,323.14, seconded by Member Peter Bryson; so voted: 5-0.

McGinley Kalsow & Associates representatives Fred Soule explained that CR#41 would add integrity to the buildings envelope. Member Josh Rownd made a motion to approve CR#41, added envelope details, \$7,213.92, seconded by Member Peter Bryson; so voted: 5-0.

Member Josh Rownd made a motion to approve CR#48, plaster patching allowance overage, \$18,527.19, seconded by Member Liz Mulholland; so voted: 5-0.

John Sayre-Scibona explained that the Town had been awarded \$25,000 from the Municipal Americans with Disabilities Act (ADA) Improvement Grant Program for the elevator and this credit represents that grant. Member Josh Rownd made a motion to approve CR#50, elevator credit, \$25,000, seconded by Member Liz Mulholland; so voted: 5-0.

Member Josh Rownd made a motion to approve CR#51, stripping paint at historical entrance, \$17,414.29, seconded by Member Liz Mulholland; so voted: 5-0.

Member Josh Rownd made a motion to approve CR#52, provide corner trim block at existing window headers, \$1,250.56, seconded by Member Liz Mulholland; so voted: 5-0.

The Committee members reviewed the donations that had been received for the clock, noting that those funds would be utilized for repairs to the face of the four sides of the clock. Member Josh Rownd made a motion to approve CR#53, replace wood brackets at clock face, \$1,217.15, seconded by Member Ben Nutter; so voted: 5-0.

John Sayre-Scibona explained that Consigli Construction Co holds an amount in the GMP and if not spent the funds return to the projects budget. Member Ben Nutter made a motion to approve CR#54, allowance credits, \$18,348.73, seconded by Member Peter Bryson; so voted: 5-0.

Fred Soule explained that in the attic of the addition there was not good accessibility and this would address that issue. Member Ben Nutter made a motion to approve CR#55, frame door openings at attic level, \$915.58, seconded by Member Peter Bryson; so voted: 5-0.

Member Josh Rownd made a motion to approve CR#56, break room 206 re-design layout for new construction of mechanical systems to code, \$32,544.00, seconded by Member Peter Bryson; so voted: 5-0.

The Committee discussed CR#57, new stair design at historical entrance portico, as s desired addition; however, no cost has been estimated at this point.

Lee Sollenberger explained that 15 cubic feet of toxic soil has been identified by the septic system area and requires removal. The soils are being tested and sent to the State for evaluation and could be potentially be costly to remove, depending on the containments found in the soil.

The Committee briefly discussed the merits of providing a report of the project at the May 1, 2018 Annual Town Meeting. Chairman Smith will speak with the Moderator to request time. Member Ben Nutter offered to assist the Chairman with the report.

Member Josh Rownd made a motion to recommend the Board of Selectmen approve McGinley Kalsow & Associates Inc. amendment No.6 which addresses fees for extra design services for a portable generator, the change of a storage area into a private office space, purlins and a catwalk in the attic and life line cable in the amount of \$11,330.00, seconded by Member Liz Mulholland; so voted: 5-0.

The committee discussed the landscaping plan for the project. It was discussed to stay with the plan and if funding for enhancements are received that they be discussed at a later date. Member Ben Nutter has requested Ben Staples of Cicoria Tree Service, an arborist, to evaluate a tree by the west entrance. The tree needs to be moved and if it is determined to be a healthy sugar maple that it should be relocated on the property.

Wendall Kalsow led the committee through a detailed discussion relative to exterior color pallets. They reviewed plans dated 4/18/18 entitled East & West Elevation Color Study which included 4 options A-B-C & D. There was discussion of how the different color options highlighted, or not, the link. The consensus of the committee was to have the colors of A & C painted on the west side for a visual before making a final decision. Further, there was a consensus with the Lexington blue opposed to the Meeting House blue.

Fred Soule led the committee through a detailed discussion relative to interior color pallets. They reviewed plans dated 4/18/18 entitled Interior Elevations-P-1-8, with each floor represented. The committee reviewed the color pallets displayed on P-3 for the offices. It was agreed that the offices should all be the same color pallet with the meeting rooms displaying another color pallet. It was determined to keep the addition and the renovated portion the same. The consensus of the committee was for the offices to be Austere Gray and meeting rooms to be Roycroft Rose.

Art Work Mural: Chairman Gregor Smith informed the committee that local artist, Meg Black, has been offered to paint a local scene that could be hung at the Town Hall, much like the one hanging at the Town Library. It was reported that Meg has been commissioned and would like to proceed with the mural, possibly in three (3) panels that would be of a local scene, a prototype was distributed. Chairman Smith described that the process would be for this committee to recommend the art work and then it would be presented to the Board of Selectmen for acceptance of the commissioned art work. The consensus of the committee was to approve the art work from local artist Meg Black and to have it go for approval by the Board of Selectmen. The committee will have to determine the location of art work so that Meg can know the size prior to painting the mural.

Through thoughtful conversation and reviewing

At 10AM Member Ben Nutter made a motion to adjourn, seconded by Member Peter Bryson; so voted: 4-0.

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: March 7, 2018
3. Budget Analysis & Cost Projection dated 4/18/18
4. Pending Change Log dated 4/18/18
5. Distributed at the meeting: McGinley Kalsow & Associates, Inc. plans dated 4/18/18 entitled East & West Elevation Color Study which included 4 options A-B-C & D and plans dated 4/18/18 entitled Interior Elevations-P-1-8, with each floor represented
6. Meg Black's prototype of a proposed commissioned mural

Approved as amended at the May 2, 2018 Town Hall Building Committee meeting.

<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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