

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
April 4, 2018**

Chairman Smith called the meeting to order at 8:04AM at the Town Hall. Committee members present were Gregor Smith, Ben Nutter and Josh Rownd, and ex-officio member Selectman Mark Lyons. Elizabeth Mulholland and Peter Bryson were absent. 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, Selectmen Boyd Jackson and Dick Gandt, McGinley Kalsow & Associates representatives Wendall Kalsow, Fred Soule, and Town Accountant Catherine Gabriel.

Project Update: John Sayre-Scibona reported that the windows in the addition were installed, insulation in the addition had been installed, and the tin ceiling is being installed along with the plaster. Consigli Construction Co. believes they will complete the work at Town Hall by September 1. Selectman Jackson advised that the Lease at 461 Boston Street should be renewed for six months. The Committee discussed the timeframe and items that would be required to be completed once the construction company departs the site, naming close out phase, punch lists, mechanical units that would have to be commissioned. Donna Rich relayed concerns provided by the computer consultant Jake Soucy and IT volunteer Bob Sundberg. The committee and architect members stated that what was on the drawings is what is being installed. John then went through the budget (dated 4/4/18) stating that there were no Pending Change Requests, however due to the continued contaminants being detected in the soils the HAZMAT line item has increased by \$10,000. With this change the contingency amount on the project is at \$291,983. All agreed that this is a healthy number at this stage of the project. Reviewing the Pending Change Log, dated 4/3/18, it was determined that the Committee should formally vote on the individual items in order for Consigli Construction Co., Inc the ability to begin working on them, if approved.

Member Josh Rownd made a motion to approve CR#08, PR-001-Four (4) addition windows at West Elevation 2nd floor, \$31,155.57, seconded by Member Ben Nutter; discussion: item has been reviewed many times, most recently obtaining approval and endorsement by the Historical Commission; so voted: 3-0.

Member Ben Nutter made a motion to approve CR#21, wood floor restoration field conditions, \$22,010.59, seconded by Member Josh Rownd; discussion: in the olde building, first floor would add character and long term maintenance would be low and noted was that ADA code would allow for no scattered rugs to be permitted; so voted: 3-0.

The members and attendees discussed CR#29, outside air design for the Public Hall space, which was explained that either the windows would be available for opening or fresh air would vent in. Chairman Gregor Smith noted that this was removed at the value engineering phase due to the high estimated cost. Chairman Gregor Smith brought up the wainscoting in the Public Hall and the question of is it to be refinished or painted. The topic was put on hold for now. CR#32, added attic insulation options, was discussed and was agreed that the decision could be delayed and revisited at a later date. CR#37, build new walls in electrical

room, Fred Soule reported that the work had been completed; it would in good faith to approve the expense. CR#'s 39 & 40, vault changes & vault enclosure was briefly discussed, it was noted that there were two (2) 2-hour dampers installed, to meet code.

Member Josh Rownd made a motion to approve CR#'s 37, new walls in electrical room, 39, vault changes, 40, vault enclosure, and 42, roof structure reinforcement for HP's 39 & 40 seconded by Member Ben Nutter; so voted: 3-0.

CR#46, plumbing changes to 2nd floor breakroom, was reported that the work had been done, because the plumbing in the breakroom had to be brought up to code. Selectman Gandt noted that a breakroom was a necessity so the employees would have a designated area to have their lunch.

Member Josh Rownd made a motion to approve CR#'s 46, plumbing changes to 2nd floor breakroom, seconded by Member Ben Nutter; so voted: 3-0.

The members and attendees discussed CR#47, replace south elevation wood siding and it was noted that the materials were available through the surplus of a previous project from 2003. The siding had not been utilized and had been placed in the "old highway garage" located on School Street, which has allowed the condition of the siding to be utilized now. CR#48, plaster patching allowance overage, was advised to move forward. Wendall Kalsow noted that a second subcontractor who specializes in the repair of horse-hair plaster would benefit the areas that are being repaired. Wendall Kalsow reported that CR#49, revise 1st floor bathroom traps, makes good sense and would support this item.

John Sayre-Scibona lead the discussion relative to sheet distributed entitled: Misc. Town Hall CR's, Scope: West Elevation Brick Masonry Options. Chairman Gregor Smith explained the location of the area and briefly stated that due to the grade being reduced there is now exposed several layers of a variety of bricks. In addition, it was noted that Consigli Construction was to remove the door and that never occurred. The members and attendees discussed the options listed; being mindful that this will now be the entrance to the building. The committee determined that it would be prudent to hold off at this time on a final decision on the wainscoting in the Public Hall.

Member Josh Rownd made a motion to approve CR#'s 29, outside air design, 47, replace south elevation wood siding, 48, plaster patching allowance overage, 49, revise 1st floor bathroom traps and Option #1, replace existing brick & CMU with new brick from NW corner to new brick already installed (LAL Option #1 and Riggs), \$36,844.15, seconded by Member Ben Nutter; so voted: 3-0.

Donna Rich was requested to review the Builders Risk policy to ensure that we remain covered. It was noted that shades for the four (4) newly installed windows would be installed. Donna Rich was asked to contact Chip Goudreau, Renewable Energy Committee, to see if there were any rebates that could be applied. Furniture was briefly discussed, stating that initial conversations have begun. Chairman Gregor Smith requested the architects to review the drawings to identify if there is space available for a coffee station on the ground and 1st floor.

Minutes: Member Ben Nutter made a motion to approve the minutes of February 7, 2018, as written, seconded by Chairman Gregor Smith; so voted: 2-0-1. Member Josh Rownd abstained.

Member Josh Rownd made a motion to approve the minutes of March 7, 2018 as amended, seconded by Member Ben Nutter; so voted: 3-0.

At 9:39AM Member Josh Rownd made a motion to adjourn, seconded by Member Ben Nutter; so voted: 3-0.

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: February 7, 2018 and March 7, 2018
3. Budget Analysis & Cost Projection dated 4/4/18
4. Pending Change Log dated 4/3/18/18
5. Misc. Town Hall CR's: scope: West Elevation Brick Masonry Options

Approved as amended at the June 27, 2018 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.
