

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
May 2, 2018**

Chairman Smith called the meeting to order at 8:04AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland and Peter Bryson. Ben Nutter and Josh Rownd 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, Selectman Dick Gandt, McGinley Kalsow & Associates representatives Wendall Kalsow and Fred Soule.

Project Update: Wendall Kalsow stated that during the value engineering process it was decided that the cost of the paving could be reduced however a 6" bump where the handicapped parking space has been identified and needs to be flattened out. Lee Sollenberger noted that it is roughly 5,000 square feet of space that is estimated to cost \$37,000. John reviewed the Pending Change Log with the Committee. Chairman Gregor Smith would approach Consigli Construction Co to see if they would release 30% of their contingency at this point in the project. There was a discussion relative to the flooring in the mezzanine area, noting carpeting maybe a good option for acoustic absorption. The renovation to the third floor room into a private office/meeting space was reviewed. The breakroom cost of \$32,544 was reviewed stating that the cost included appliances. The Committee discussed the renewal of the Rental Agreement and Donna Rich was advised that a move out date by September 31st was appropriate to inform the landlord of. There was a brief discussion on the replacement style of the front door.

Member Liz Mulholland made a motion to approve the minutes of April 18, 2018 as amended, seconded by Member Peter Bryson; so voted: 3-0.

At 9:09AM Member Liz Mulholland made a motion to adjourn, seconded by Member Peter Bryson; 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: April 4 & 18, 2018
3. Budget Analysis & Cost Projection dated 5/2/18
4. Pending Change Log dated 5/1/18
- 5.

Approved as written at the June 27, 2018 Town Hall Building Committee meeting.

Minutes of 5/2/18

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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.