

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
May 16, 2018**

Chairman Smith called the meeting to order at 8:48AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Ben Nutter, Josh Rownd and ex-officio member Selectman Mark Lyons. Elizabeth Mulholland was 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, McGinley Kalsow & Associates representatives Fred Soule and Nicole Stepanek, Selectman Dick Gandt.

Project Update: John Sayre-Scibona reviewed the budget, specifically the Pending Change Log representing \$266,202. There was an explanation of the contingency amount stating that after the Pending Change amounts it would be at \$84,459. The Committee methodically went through the log and discussed each item. Some highlighted items was a discussion relative to heating and cooling of Room #304, the breakroom cost not to include the appliances and only to have lower cabinets, the need for a hand wash sink and of the inclusion of a stainless steel countertop. In addition the plaster repair to the historical entrance was described by Fred Soule as there not being enough allowances for what was found when they started to repair the old lathe plastering.

Member Josh Rownd made a motion to recommend the Board of Selectmen approve the following Pending Change items: Demo/abate roof slate & flashings at valleys, plastering patching allowance overage, break room 26 renovation (lower cabinets/no appliances), stair renovations at historic entry portico (only-no paving), added blocking & fastening at framing to moment steel, plaster repair historical entrance, provide additional framing to MCU-1 at attic level, RFI #113-added lights at the new addition attic, install added UG conduit in electric ductbank, FRI #111-provide exterior light at south stair egress, backup generator construction costs, sidewalk curb cuts at High St Extension, interior woodwork changes, SKA-23.0-provide power/tel-data to COA admin closet, RFI #118-provide condensate pump at GF addition and box out exposed steel at new addition, seconded by Member Ben Nutter; so voted: 4-0.

Fred Soule reviewed the paint colors displayed on the Interior Elevations drawings for each floor, dated 5/15/18.

At 9:31AM Member Ben Nutter 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. Budget Analysis & Cost Projection dated 6/5/18
3. Pending Change Log dated 6/6/18
4. Asbestos/Contaminated Soils Abatement Expenses 6/5/18

Approved as written 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.