

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
June 6, 2018**

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

Project Update: Lee Sollenberger reported that the soils surrounding the building continue to be tested with results coming back extremely high in lead. The results have forced the removal and re-location of the soils to be a high cost to the budget, which wasn't anticipated. John Sayre-Scibona reviewed the budget noting the additional cost in Hazmat Removal due to the contaminated soils, noting the Contingency is at \$53,182.

Change Log dated 6/6/18 was reviewed. John stated that #044, provide catwalk in attic had already been approved, #062, wood floor restoration at mezzanine level was decided to be held off at this point.

Member Ben Nutter made a motion to approve Change Order Request #066, room #304/community office revisions in the amount of \$12,641.73, seconded by Member Peter Bryson; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #071, interior woodwork changes in a deduct amount of \$866.22, seconded by Member Peter Bryson; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #076, provide plywood blocking for owner mural at lobby stairs in the amount of \$1,048.18, seconded by Member Peter Bryson; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #066, room #304/community office revisions in the amount of \$12,641.73, seconded by Member Peter Bryson; discussion: it was noted that this could be funded by a donor; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #079, gold leaf added exterior letters at historical entrance in the amount of \$3,100.14, seconded by Member Peter Bryson; discussion: it was noted that this could be funded by a donor, motion was withdrawn, item will remain on the Pending Change Log so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #082, asphalt paving at stair renovations at historic entry portico in the amount of \$13,196.59, seconded by Member Peter Bryson; discussion: it was noted that there has been a donor identified for item the front stairs, however with the disturbance of soils in this area that will no doubt be an issue, this work should move forward; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #083, exposed plumbing and concrete at new addition in the amount of \$1,832.12, seconded by Member Peter Bryson; so voted: 3-0.

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Member Ben Nutter made a motion to approve Change Order Request #084, provide vapor barrier primer at attic in the amount of \$4,402.23, seconded by Member Peter Bryson; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #085, historical entrance plaster restoration credit in the amount of \$3,910.07, seconded by Member Peter Bryson; so voted: 3-0.

Member Ben Nutter made a motion to approve Change Order Request #089, spandrel glass credit in the amount of \$5,514.03, seconded by Member Peter Bryson; so voted: 3-0.

Selectman Boyd Jackson noted that the plaster repair at the historical entrance, #059 was a high cost, \$40,824.07. Wendall Kalsow added that the original cost was close to \$80,000, however with using another sub-bidder there was a \$40,000 savings, who specializes in historical plaster.

Wendall Kalsow reported that the Town of Northbridge has available benches/seating that would be applicable for the mezzanine area. The benches are from the 1800's. The committee discussed the possibility of researching this option.

Donna Rich asked the committee if a Ribbon Cutting Ceremony could be scheduled for September 15th. The committee agreed with that time frame, Donna would begin to gather people to assist in the event.

Fred Soule reviewed the density of the shades that would be installed on the windows. Fred explained the opacity of the shades range from 1% being the darkest to 5%, not so dark. The committee agreed with 1% in the stage area, the west side of the addition having a 3% opacity and the remaining having a 5% rating.

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 August 1, 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.