

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
June 27, 2018**

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

Minutes:

Member Ben Nutter made a motion to approve the minutes of April 4, 2018 as amended, seconded by Member Liz Mulholland; so voted: 4-0.

Member Peter Bryson made a motion to approve the minutes of May 2, 2018 as written, seconded by Member Ben Nutter; so voted: 4-0.

Member Peter Bryson made a motion to approve the minutes of May 16, 2018 as written, seconded by Member Ben Nutter; so voted: 4-0.

Project Update: Lee Sollenberger reported what the MA State Laws are regarding the disposal of contaminated soils. Lee noted that Environmental Health & Engineering, Inc. (HH&E), the Town's agent, is diligently working to ensure the soils that are tested are being safely and legally removed from the site. With that said, Lee reported that more soils have been tested and are displaying very high levels of lead. Lee distributed the financial impact the soils has created, dated 6/26/18.

John Sayre-Scibona reviewed the budget, dated 6/26/18, noting an increase in line items #202b, Contaminated Soil Disposal to \$130,000 due to the recent findings. John explained with recent information the following line items have been reduced: #502, Storage Systems has been reduced by \$50,000; line item #506 has been reduced by \$15,000. Line item #617, Consigli Pre-Construction Services, had never been reflected and now is up to date, line item #620, Environmental Consultant has been updated and line item #624 displays a reduction of \$25,000. John reported that the Contingency is at \$30,174.

John Sayre-Scibona reviewed the Pending Change Log dated 6/27/18. John stated that #044, provide catwalk in attic had already been approved with a not to exceed \$7,500 and is now \$24,913.60. There was a discussion on the direction that this should move in a piece of plywood was discussed but determined it would not to be a viable option. John stated that the front door was time critical; however the committee determined that with the soils situation that the front door would have to be put on hold. The committee reviewed the fundraising that has been pledged and received to date, in hopes that some could be used to offset the costs of some items.

Security Systems were briefly discussed, stating that it could be limited to exterior doors. John and Donna would research options.

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Donna Rich reported that she had been approached regarding the Ribbon Cutting being a community event, from 10am-2pm. The committee agreed to the concept and Donna would move forward with the event.

At 9:20AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; 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: 4/4/18, 5/2/18 and 5/16/18
3. Budget Analysis & Cost Projection dated 6/26/18
4. Pending Change Log dated 6/27/18
5. Asbestos/Contaminated Soils Abatement Expenses 6/26/18

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.