

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
August 1, 2018**

Chairman Smith called the meeting to order at 8:03AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Josh Rownd, Peter Bryson and Ben Nutter and ex-officio member Selectman Mark Lyons. 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, Selectmen Boyd Jackson and Dick Gandt.

Project Update:

John Sayre-Scibona reviewed the progress of the project, stating that there is 10% left to completion. Lee Sollenberger provided an updated on the contaminated soils and provided a report dated 7/30/18 of the financial impact. John Sayre-Scibona reviewed the budget, dated 7/31/18 commenting that the contingency is at \$138,358, which includes Pending Change Orders in the amount of \$123,696. John Sayre-Scibona reviewed the Pending Change Log dated 7/31/18.

Member Ben Nutter made a motion to approve the wood floor restoration at the mezzanine level for \$13,993.92, seconded by Member Liz Mulholland; so voted: 5-0.

Member Ben Nutter made a motion to approve the gold leaf added to the exterior letters at Historical Entrance for \$3,100.14, seconded by Member Liz Mulholland; so voted: 5-0.

Member Josh Rownd made a motion to approve the new wood door for the Historical Entrance for an estimate of \$14,000.00, seconded by Member Liz Mulholland; so voted: 5-0.

Donor Plaques:

Chairman Gregor Smith the discussion relative to the Donor Plaque, stating that the Town Hall Building Committee would develop a recommendation to present to the Board of Selectmen. It was discussed that it might mirror that of what is on display at the Town Library. Ben Nutter commented that exterior artifact could be used to frame the plaque.

Ribbon Cutting:

Donna Rich reported that the Ribbon Cutting was being discussed to be held on October 20th or 27th.

Minutes:

Member Ben Nutter made a motion to approve the minutes of June 6, 2018 as written, seconded by Member Liz Mulholland; so voted: 3-0-1. Member Josh Rownd abstained. Member Ben Nutter made a motion to approve the minutes of June 27, 2018 as written, seconded by Member Liz Mulholland; so voted: 4-0.

At 9:19AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; so voted: 5-0.

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: 6/6/18 and 6/27/18
3. Budget Analysis & Cost Projection dated 7/31/18
4. Pending Change Log dated 7/31/18
5. Asbestos/Contaminated Soils Abatement Expenses 7/30/18

Approved as amended at the December 5, 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.