

**Topsfield Town Hall Building Committee
Town Hall Conference Room
December 9, 2015**

Chairman Smith called the meeting to order at 9:06 AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Ben Nutter and Josh Rownd. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt, Richard Smith

Minutes:

Member Ben Nutter made the motion to accept the minutes of March 11, 2015 as written; seconded by Member Josh Rownd; so voted 2-0-2.

Member Ben Nutter made the motion to accept the minutes of April 1, 2015 as amended; seconded by Member Josh Rownd; so voted 2-0-2.

Member Josh Rownd made the motion to accept the minutes of April 15, 2015 as written; seconded by Member Ben Nutter so voted 2-0-0.

Member Josh Rownd made the motion to accept the minutes of November 4, 2015 as written; seconded by Member Ben Nutter so voted 4-0.

Member Mark Lyons made the motion to accept the minutes of November 12, 2015 as amended; seconded by Member Josh Rownd so voted 4-0.

On November 18, 2015, a discussion was held by those present. There was not a quorum present, and notes will be placed in the file.

MPPF Window Restoration Project Re: Abatement: Ms. Knight summarized the situation for the Committee noting that the requirement for asbestos abatement at a cost estimated to be approximately \$16,000 puts the budget for the entire project over the \$100,000 procurement threshold. As such, the restoration contractor would be required to have DCAM certification and most likely would be a general contractor who would then sub-bid the restoration work and the abatement removal. Therefore, the Committee needs to consider two separate contracts.

At this time, consultant architect for the project, Richard Smith, also recommended that the town proceed with two separate contracts: one contract for the restoration and the second contract for the abatement removal. Mr. Smith commented that he would need to incorporate the specifications for abatement within the scope of work for the project which would also require coordination between the restorer and the abatement contractor.

Chairman Smith then referred to the proposal for a Change in Scope 1 from Environmental Health & Engineering, Inc. for the development of specifications and administration coordination services for the abatement project. After a review, Member Ben Nutter made motion to proceed with the EH&E Inc. proposal for contractual services in the amount of \$3,500; seconded by Member Josh Rownd; so voted 4-0.

The Committee then discussed the removal process of the windows: how many at one time, which windows by floors or sides. It was the consensus of the members that the windows would be removed and restored in sequence phases in blocks. Member Josh Rownd recommended that blocks be one side of the building rather than by floors. When replaced, the next window block would be addressed.

The Committee then discussed storm windows. It was the consensus of those members present to move forward with exterior storms since exterior storms would protect the window sash from variable weather conditions over an extended time period. Both Members Ben Nutter and Josh Rownd were in favor of exterior storms to protect the sash. The Committee then directed Richard Smith to develop the specification for the storms and proceed with written quote procurement.

Council On Aging Space Needs: Member Mark Lyons initiated a discussion relative to creating dialogue with the Council similar to that with the School Department. It was decided that Director Jodi Gibeley would be contacted to see if members of the COA would like to attend a THBC meeting or if the COA would prefer to have members of this Committee attend a COA meeting.

Meeting Schedule: It was the consensus of the members that the December 23rd meeting would be cancelled, and for now keep the December 30th meeting posted.

Sign: The Committee members approved the cost of the sign and installation with sleeves at a price of \$505.00. Donna Rich would coordinate.

Budget for Renovation Project: At this time, Chairman Smith presented the members with a Conceptual Project Budget, dated December 2, 2015 which is based on the DRA study assumptions for a 6,000 sq. ft. addition. The budget would be phased as described in the Phasing Plan, dated June 15, 2015. Member Mark Lyons stated that the Finance Committee would need a placeholder for the FY 17 budget. Mr. Smith explained that the placeholder would represent several components that would include: design development, OPM, bidding and phase 3 budget and schedule. The placeholder amount would be approximately 10% (\$750,000-\$800,000) of the total project budget which is estimated to be approximately \$8Million.

Informational Department Meetings: It was the consensus of the Committee to address this issue with the architectural design team at next week's meeting. It would be appropriate at this time to speak to the departments relative to the status of the conceptual design.

The meeting was adjourned at 10:30 AM.

Respectfully submitted,

Roberta M. Knight
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. Environmental Health & Engineering Change of Scope 1
3. Conceptual Project Budget, dated 12/2/15
4. Town Hall Phasing Plan, dated 6/15/2105

Approved as amended at the March 30, 2016 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.
