

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
October 19, 2016**

Chairman Smith called the meeting to order at 8:08AM at the Town Hall. Committee members present were Gregor Smith, Josh Rownd, and Ben Nutter, ex-officio members Selectman Mark Lyons. Members Peter Bryson and Elizabeth Mulholland were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Design Technique Inc representative John Sayre-Scibona.

Hazmat Investigation: Chairman Smith reported that Environmental Health & Engineering, Inc, Adam Bisol would perform the hazmat investigation testing on October 28, beginning at noon.

CM at Risk: Design Technique Inc representative John Sayre-Scibona reported that the Statement of Qualifications (SOQ) would be available after 3PM today. It was determined that the committee would meet on October 26th at 7PM and not at the normal 8AM to review and score the firms, ultimately picking the three top firms to invite in for the interview process. Ex-officio members Selectman Mark Lyons disclosed his relationship with Castagna Construction Corporation as a leasee. John Sayre-Scibona described the process that would be followed, SOQ firms would be ranked, top three chosen to submit Request for Proposals and then they would be interviewed.

Temporary Office Space: Donna reported what process would be followed with the Department Heads. Chairman Smith suggested that quotes should be obtained from moving companies.

Window Restoration Project: John Sayre-Scibona reported on progress with Homer Construction relative to samples from Allied Plate & Window Glass Company. Donna Rich would follow-up with Richard Smith as to the status of the final report that is required to be submitted to Tracy Fortier, Massachusetts Historic Commission. The committee members discussed how the storms would sit in the windows and Member Ben Nutter provided his technical expertise regarding this issue.

Massachusetts Architectural Access Board: Chairman Smith reported that Wendall Kalsow had received notification that the MAAB formally approved the wheelchair access located behind the wall on the stage.

At 8:51AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; so voted: 3-0

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

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Minutes of this meeting were also prepared by Doug Manley, McGinley Kalsow & Associates.

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. Preliminary Schedule dated 10/19/16
3. Evaluation Criteria Matrix dated 10/19/16
4. Storm Window Price Comparison for Allied and Mon-Ray quotes from Homer Construction

Approved as written at the December 14, 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.