

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
November 30, 2016**

Chairman Smith called the meeting to order at 8:00AM. Committee members present were Gregor Smith, Peter Bryson, Ben Nutter and Elizabeth Mulholland, and Town Administrator Kellie Hebert. Josh Rownd was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates (MKA), Inc. representatives Wendall Kalsow and Doug Manley, Selectman Boyd Jackson, Design Technique representatives John Sayre-Scibona and Lee Sollenberger, Consigli Construction representatives Tony Serrano, Dave Curry, Mike Murphy and Jon Nickerson and resident Dick Gandt and David Larson.

Consigli Construction Co Introductions: Chairman Gregor Smith introduced the members of Consigli Construction to the Committee members, McGinley Kalsow Architects and Design Technique. Schedules were discussed for estimating the cost of the project. MKA stated the design drawings would be available on 12/20, then Consigli Construction would estimate and a meeting would take place to review the estimates on 12/23. Logistics plans for the site was discussed and Donna Rich was requested to set up a meeting with the necessary individuals on the Town side. John Sayre-Scibona went through the Preliminary Schedule dated 11/21. Dates would be moved out due to decisions made.

MKA Design Development Update: Doug Manley discussed changes that had been incorporated on the parking. Doug Manley also reported that the landscape architect would present at the next meeting.

Relocation Status: Donna Rich invited the committee to a walk-through of the space at 461 Boston Street. Doug Manley presented a layout of the offices. It was noted that cable would be required to find a location during construction.

Window Restoration Project: Doug Manley reported that Humphrey had sent a sample for review. Ben Nutter would review and make a recommendation to the committee.

Design Technique Lee Sollenberger relayed information regarding four (4) changes Consigli Construction would like made in the contract, described in a note dated 11/21/16. Ben Nutter made a motion to recommend that the Board of Selectmen award a contract agreement to Consigli Construction for preconstruction services in an amount of \$57,600, seconded by Peter Bryson; so voted: 4-0. It was noted that there was no exploratory activity included in the contract and that would be included in a change order.

At 9:52AM Member Peter Bryson made a motion to adjourn, seconded by Member Liz Mulholland; so voted: 4-0

Respectfully submitted,

Donna C. Rich  
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## 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. MKA Add'l Services Temporary Town Hall design layout dated 11/29/16
3. Environmental Health & Engineering, Inc. Pre-Demolition/Renovation Asbestos Inspection dated 11/29/16
4. Consigli Construction Co., Inc. Contract Clarifications dated 11/21/16
5. Amended Notice of Action dated 11/10/16 from the MAAB
6. Design Technique Preliminary Schedule dated 11/21/16

*Approved as written at the June 22, 2017 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.