

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Town Hall Conference Room
March 22, 2017**

Chairman Smith called the meeting to order at 8:00AM. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd, and Ben Nutter, and ex-officio members Selectman Mark Lyons. Elizabeth Mulholland was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Selectman Boyd Jackson, John Sayre-Scibona, Design Technique and resident Dick Gandt.

Project Schedule: John Sayre-Scibona reviewed 75% CD's were completed last week and Consigli Construction Co. Inc has completed the estimate. Sub trade bids are moving along. John Sayre-Scibona reviewed the use of Projectdog for the tracking of the paperwork.

Window Restoration Project: John Sayre-Scibona reported that he would meet with Homer Contracting Inc. on Friday to discuss the measuring of the windows for storms.

Pre-Construction Task: John Sayre-Scibona reported that he had contacted Environmental Health Engineering Inc. regarding the abatement of the building. There was a discussion relative to the removal of two chimneys. John Sayre-Scibona stated he would obtain a quote from Homer Contracting Inc on Friday. Mark Lyons stated his concerns for the school schedule with the start of construction. John Sayre-Scibona noted that another meeting with the Consigli and the Public Safety Department Heads would occur prior to the construction fence being erected. Chairman Gregor Smith explained that Consigli Construction Co. Inc had submitted a Change Order due to the extra effort that was done during the estimating process. The Board of Selectmen would vote to approve it at their March 27, 2017 meeting, however, the committee needed to recommend the change. Member Josh Rownd made a motion to approve the proposed Construction Management at Risk, Pre-Construction Services Change Order # 2 to Consigli Construction Co. Inc., seconded by Member Ben Nutter; so voted: 4-0. It was agreed that the Change Order #2 would be funded within the existing project contingency budget.

Fundraising: Chairman Gregor Smith provided a review of how the "Grow Spring" expo went. It was an event held on March 18th at the Congregational Church in which the Town Hall Building Committee had a table to display the new plans of the Town Hall and a board with the plans from 1873. The committee discussed the formation of a subcommittee that would take the lead on fundraising for some of the non-funded items. Mark Lyons relayed that if any member took part in the subcommittee a non-disclosure form would be required to be filed with the Town Clerk. Member Ben Nutter stated he would reach out to the Main Street Foundation to see if there would be any interest in assisting with this issue.

At 9:04AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; so voted: 4-0

Respectfully submitted,

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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

Approved as amended at the May 17, 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.
