

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Town Hall Conference Room
April 5, 2017**

Chairman Smith called the meeting to order at 8:02AM. Committee members present were Gregor Smith, Ben Nutter, Josh Rownd, ex-officio member Selectman Mark Lyons. Elizabeth Mulholland and Peter Bryson were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included John Sayre-Scibona, Design Technique, McGinley Kalsow & Associates, Inc. representatives Doug Manley, Selectman Boyd Jackson.

MKA Design Update: Doug Manley distributed 75% CD Cost Estimate Summary dated 4/03/17 and reviewed the items listed. It was stated that there would be cost reconciliation meeting with Consigli on Monday, April 10th. Alternates to the project will be further discussed to bring the estimates closer.

Project Schedule: John Sayre-Scibona reviewed the construction time table briefly. A Budget Analysis & Cost Projection dated 4/5/17 was distributed and reviewed. John Sayre-Scibona noted that a revised budget would be developed after Monday's meeting with Consigli Construction Inc.

Pre-Construction Tasks: John Sayre-Scibona distributed costs estimates from Homer Contracting Inc relative to the removal of chimney to the roofline. It was decided to table this issue for now. John Sayre-Scibona reported that Environmental Health & Engineering (EH&E) proposed a cost of \$7,300 to identify the scope of work required for the abatement of asbestos at Town Hall. Lee Sollenberger would move forward with EH&E.

Storm Windows: John Sayre-Scibona reported that Homer Contracting Inc had scheduled a lift for the measuring of the windows.

Fundraising: Ben Nutter reported that he had met with member Janet Kmetz of the Main Street Foundation and sadly the organization had not kept up their 501-3-C status. Gregor Smith distributed a letter from Norm Isler, Historical Society, which stated they would donate \$5,000 toward repairs to the clock hands and face lettering, along with a creation of a dedication plaque.

At 9:12AM Member Ben Nutter made a motion to adjourn, seconded by Member Gregor Smith; so voted: 2-0. Member Josh Rownd departed at 9:05AM.

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. MKA 75% CD Cost Estimate Summary dated 4/03/17
3. Design Technique Inc Budget Analysis & Cost Projection dated 4/5/17
4. Letter from Norman Isler, President Topsfield Historical Society dated 3/23/17
5. Homer Contracting Inc Chimney Demolition Option I & II, dated 3/27/17

Approved as amended at the May 17, 2017 Town Hall Building Committee meeting.

<p>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.</p>
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