

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Town Hall Conference Room
April 19, 2017**

Chairman Smith called the meeting to order at 8:02AM. Committee members present were Gregor Smith, Peter Bryson, Ben Nutter, Josh Rownd, ex-officio member 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 John Sayre-Scibona, Design Technique, McGinley Kalsow & Associates, Inc. representatives Doug Manley and Wendall Kalsow, Selectman Boyd Jackson and resident Dick Gandt.

Pre-Construction Task: John Sayre-Scibona reported on a joint meeting with Consigli Construction estimators and DG Jones, McGinley Kalsow & Associates, Inc. cost estimators. It was reported that the estimates are \$400,000 over budget. The committee reviewed the Value Management Log dated 4/14/17, and discussed the cost reduction items. Donna Rich was asked to review the landscaping reductions with the Chairman of the Zoning Board of Appeals for implications that may initiate. The front exterior light fixture was reviewed; Doug Manley had alternate examples to show the committee. Fundraising items were identified that could be added after the fact, such as the clock, kitchen and landscaping items. Some items on the list the committee agreed to keep, at this point, were repair of exterior area around the clock and window hoods in the addition. John Sayre-Scibona informed the committee that tomorrow there was a meeting with the Fire Department, Building Inspector, Gas/Plumbing and Electrical Inspectors to review the design plans to ensure they are up to code.

Storm Windows: John Sayre-Scibona reported that he has not connected with Homer Contracting regarding the measuring of the windows.

Pre-Construction Task: John Sayre-Scibona reported that Lee Sollenberger would be working with Environmental Health & Engineering Inc to finalize the abatement of asbestos at Town Hall.

Fundraising: The committee discussed the formation of a fundraising committee, possibly entitled Olde Friend of Town Hall, to raise funds for supplemental, or enhancements to the building.

At 9:36AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; so voted: 4-0

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. Value Management Log dated 4/14/17

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.
