

**Minutes of the  
Topsfield Town Hall Building Committee  
461 Boston Street-Town Hall Conference Room  
April 26, 2017**

Chairman Smith called the meeting to order at 8:03AM. Committee members present were Gregor Smith, Peter Bryson, Ben Nutter, Josh Rownd, ex-officio member Selectman Mark Lyons and Town Administrator Kellie Hebert. 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 and resident Bob Sapienza.

MKA/CCC Estimate Review: John Sayre-Scibona reported on the Value Engineering meeting and reviewed the Value Management Log dated 4/25/17 line by line. Regarding the landscape reduction, Donna Rich reported that at the Zoning Board of Appeals meeting of April 25<sup>th</sup> the Chairman remarked that if there were only minor changes to the landscape plan, then no further review would be required from the ZBA. Doug Manley reviewed revised options for the interior stairwell. There was a consensus to replace the glass with a wire mesh material. John Sayre-Scibona led a discussion relative to the kitchen reporting that it must be renovated up to commercial code. Council on Aging Director would be consulted with changes discussed. The committee discussed the waterproofing in the basement area and the changes that have been proposed. It was reported that with Pre-Construction estimates complete and final design plans being available in 4 weeks, the next phase could potentially begin.

Pre-Construction Task: John Sayre-Scibona reported on the Request for Proposals related to the abatement of asbestos. It is believed that this process would begin in early June.

Storm Windows: John Sayre-Scibona reported that Homer Contracting would be measuring the windows early next week. Ben Nutter reported that the color submitted by J.R. Aluminum Products LLC was appropriate.

Fundraising: Town Administrator Kellie Hebert commented that Essex County Community Foundation may be a partner option for fund raising for the project. Ms. Hebert will follow up with the organization.

At 9:04AM Member Peter Bryson 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 4/25/17
3. Budget Analysis & Cost Projection dated 4/26/17

*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.