

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Town Hall Conference Room
May 10, 2017**

Chairman Smith called the meeting to order at 8:00AM. Committee members present were Gregor Smith, Peter Bryson, Ben Nutter, Elizabeth Mulholland, Josh Rownd, ex-officio member Selectman Mark Lyons. 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 Town Accountant Catherine Gabriel, Treasurer/Collector Barbara Michalowski, Council on Aging Director Paula Burke and resident Dick Gandt and Heidi Fox.

MKA/CCC Estimate Review: John Sayre-Scibona reported Consigli Construction Inc is moving toward the Construction Mobilization and Site Work Phase. It was stated that this phase enables Consigli Construction to install silt fencing and hay bales, raise chain link fencing to secure the site, facilitate delivery and placement of a job trailers and begin the site work associated with the Project. It was also discussed that the abatement of asbestos contract should go before the Board of Selectmen on May 22 as well. Donna Rich was directed to prepare the necessary documents to have for the Board of Selectmen to vote Consigli Construction Inc Change Order #3 in the amount of \$250,000 and the abatement of asbestos in the estimated amount of \$68,000 at their May 22, 2017 meeting. Mark Lyons expressed his concern that the site to be secure relative to the Proctor School. Gregor Smith noted that at the May 22nd Board meeting would be a good time to update the Board of Selectmen, and the Town of the projects progress to date.

Storm Windows: John Sayre-Scibona reported that Homer Contracting measured the windows last week.

Pre-Construction Task: Doug Manley showed a mark-up of the proposed project signage that could be displayed on the construction fence at Town Hall. Dick Gandt expressed he would like his name to be displayed as Dick Gandt and not A.Richard Gandt. It was discussed that the sign would be 4-feet by 8-feet and placed on a sheet of plywood material. Donna Rich was directed to contact the signage company used for window project. In addition, Donna Rich would prepare the documents that would be presented to the Board of Selectmen at their May 22nd meeting for approval of the proposed sign.

Fundraising: Wendall Kalsow reported that Essex Heritage regretfully declined to be a conduit for any fundraising at this time. Paula Burke reported that the Friends of the Council of Aging are considering the possibility of being a conduit for the fundraising effort. Mark Lyons stated he had been approached by a member of the Topsfield Athletic Association, who indicated they may have an interest in being involved. There was a discussion relative to the formation of a sub-committee; however, it was discussed that a conduit group should be established prior to a sub-committee membership decided.

Pre-Construction Task: Wendall Kalsow reported that the bid packages would be available by May 19th. John Sayre-Scibona expressed that the filed sub bids process would be

managed by Projectdog, for a \$1,200 fee. The process was described and the group agreed that Projectdog would be a benefit to the process. Doug Manley asked for a status of the removal of two interior chimneys, one in the northeast corner which would be removed from the first floor in the Board of Selectmen's meeting room, but requested that it be kept intact on the second floor. The second one is located in the southwest chimney area. Donna Rich stated that she met with the contractor and he would obtain the demolition permit from the Building Inspector.

Gregor Smith recognized Heidi Fox. Heidi Fox expressed her amazement on the progress of the project. Heidi asked about a Citizen Petition that had been circulating for signatures which stated the intent to try and modify the scope and cost of the project. Gregor Smith responded that it would be difficult to react to something that had not yet been submitted to the Town Clerk. Dick Gandt stated that if it had been filed it would need to be on an agenda; an affirmative response was provided to that comment.

At 8:40AM Member Josh Rownd made a motion to adjourn, seconded by Member Ben Nutter; so voted: 5-0

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. McGinley Kalsow & Associates example of signage

Approved as written at the June 15, 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.
