

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Town Hall Conference Room
May 24, 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, Selectmen Boyd Jackson and Dick Gandt.

Project Update: John Sayre-Scibona reported on the filed sub bid process. The walk through was scheduled for May 31st at 9:30AM and the bids would be due on June 22 at 2PM. The process would be managed through Projectdog and the results would be available shortly after the bid close.

Pre-Construction Task-Abatement of Asbestos: John Sayre-Scibona reported that the Board of Selectmen awarded the contract to Triton Leasing & Rental, Inc of Feeding Hills, MA and that Lee Sollenberger was working on contract. The company has begun filing the paperwork with Department of Environmental Protection and could begin the work in 2 weeks.

John Sayre-Scibona distributed an updated budget of the project which reflects the reduced cost for the abatement of the asbestos under *HAZMAT Removal* and also a reduction under *Other Consulting Services*. John Sayre-Scibona noted that the savings in these two areas were added to the *Contingency* line, which was now at \$940,860, 10% of the project.

Donna Rich updated the committee on the logistics plan, stating that West Common Street would only be utilized by the buses and construction vehicles. Donna also stated that “construction ahead” signage would be erected on High St Extension.

Donna Rich reminded the committee of the internal chimney removal and the quote from Homer Contracting dated 3/27/17. Josh Rownd stated that Homer’s quote was reasonable and should be considered. Gregor Smith stated it was not in the budget and would have to be taken from contingency. After some discussion it was agreed that the space obtained by the removal of the chimneys would be of value to the end product. Josh Rownd made a motion to approve Homer Contracting Inc. quote not to exceed \$5,763.85 for Chimney Demolition Option 1 and to approve Homer Contracting Inc. quote not to exceed \$15,077.57 for Chimney Demolition Option 2, seconded by Ben Nutter; so voted 5-0.

Donna Rich reported that Metro Swift had performed an inspection of the sprinkler system at 8 West Common Street. Donna Rich was told by the Metro Swift representative that the sprinkler heads were 50 years old and had reached their life expectancy. Peter Bryson provided his professional opinion as to the mechanics of the sprinkler head function. It was agreed that once Metro Swifts report was received that it be forwarded to McGinley Kalsow & Associates, Inc. representatives Doug Manley for review from the consultants.

Organizational Vote of the Committee: Chairman Gregor Smith noted that he would be away from June 1st-11th and Ben Nutter noted he would be away June 11th-17th. It was agreed that there would be no meeting next week, May 31st, and that Josh Rownd would run the meeting of June 7th.

Public Forum: Chairman Gregor Smith noted that it had been a year since the last public forum and that it would be a good idea to hold one. Donna Rich would obtain the use of the Proctor School Cafeteria for June 13 at 7PM and contact the BACTV so that the meeting could be recorded for future broadcasting. It was discussed that this would be a multi-committee presentation with members of the Finance Committee and Council on Aging in attendance. It was decided that there would be a working session on June 7th at 7PM to work on the draft presentation.

Citizen Petition: Chairman Gregor Smith directed Donna Rich to contact the Moderator to ensure that the committee would be permitted to provide a report at the beginning of the Special Town Meeting to be held on June 20, 2017.

At 8:50AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; 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. Budget Analysis dated 5/24/17
3. Homer Contracting Inc quote dated 3/27/17

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.
