

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
June 15, 2017**

Chairman Smith called the meeting to order at 8:00AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Peter Bryson, Josh Rownd (left at 8:15), and ex-officio members Selectman Mark Lyons. Ben Nutter was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Design Technique representative John Sayre-Scibona, McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow and Ferzin Engineer, Selectman Dick Gandt, and resident Heidi Fox.

Public Forum: The committee briefly reviewed the Public Forum of June 13th. The committee then focused on the presentation for the Special Town Meeting scheduled for June 20th. Chairman Gregor Smith stated that there would be a short presentation and Member Josh Rownd would be the committee's presenter. Josh Rownd went through the scaled down presentation using slides from the Public Forum. It was noted that the presentation would start with why we are here. Member Peter Bryson expressed that with comments made at the Public Forum that it should be noted that previous committees had explored other location options for satellite departments. Mark Lyons reiterated the process the Moderator had stated he would follow for Article Two of the STM, which was the Finance Committee, would offer their recommendation and a short commentary, followed by the petitioner and the THBC's presentations with discussion to follow and a vote.

Project Update: John Sayre-Scibona reported that the walk-thru for the Filed Sub Bid trades was a small gathering. Wendall Kalsow asked if all the pre-qualified trades were confirmed, John Sayre-Scibona reported that task could be accomplished by Lee Sollenberger. John Sayre-Scibona reported that they were working with Consigli Construction on the cost variance and scope review and would send it to McGinley Kalsow for their review.

Pre-Construction Tasks: John Sayre-Scibona reported that the fence would be installed on June 26. John Sayre-Scibona reported that the abatement of asbestos is in progress. Donna Rich reported that the Builders Risk Insurance has been secured and came in under budget and would be in effect as of June 15th. Donna Rich distributed the Metro-Swift Sprinkler Corporation report dated 5/25/17 performed on the sprinkler system at 8 West Common Street. The report indicates the sprinkler heads are 50 years old and require replacement. The report was provided to McGinley Kalsow Architects to share with the sprinkler engineers on the project. Wendall Kalsow asked for clarification on the material that could be utilized on the clock arms. The committee agreed with Wendall Kalsow's suggestion of cast aluminum. Donna Rich mentioned the Clock Keepers wish to stop the clock at noon for the duration of the project. When it is safe for them to enter the building Donna Rich would inform them. Chairman Gregor Smith reported that there is a new housing development being constructed shortly and that there might be loam available and that they would be looking for fill. John Sayre-Scibona would consult with Consigli Construction to see if there is an interest.

Minutes:

Member Liz Mulholland made a motion to approve the minutes of September 7, 2016 as written, seconded by Member Peter Bryson; so voted: 3-0.

Member Liz Mulholland made a motion to approve the minutes of September 14, 2016 as written, seconded by Member Peter Bryson; so voted: 3-0.

Member Liz Mulholland made a motion to approve the minutes of September 21, 2016 as written, seconded by Member Peter Bryson; so voted: 3-0.

Member Liz Mulholland made a motion to approve the minutes of May 10, 2017 as written, seconded by Member Peter Bryson; so voted: 3-0.

Member Liz Mulholland made a motion to approve the minutes of May 17, 2017 as written, seconded by Member Peter Bryson; so voted: 3-0.

Member Liz Mulholland made a motion to approve the minutes of May 24 as written, seconded by Member Peter Bryson; so voted: 3-0.

At 8:45AM Member Liz Mulholland made a motion to adjourn, seconded by Member Peter Bryson; so voted: 3-0

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. Draft Minutes: September 7, 14, 21, 2016 and May 10, 17, 24, 2017
3. Metro-Swift Sprinkler Corporation report dated 5/25/17

Approved as written at the June 22, 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.
