

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
November 8, 2017**

Chairman Smith called the meeting to order at 8:05AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Ben Nutter, Peter Bryson, Josh Rownd and 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 Design Technique representative Lee Sollenberger, Selectman Boyd Jackson and McGinley Kalsow & Associates representatives Wendall Kalsow and Fred Soule.

Announcement: McGinley Kalsow & Associates (MKA) representative Wendall Kalsow announced that Doug Manley would be leaving MKA and therefore, no longer on the project. Wendall introduced Fred Soule, who would be performing the day to day administrative duties.

Project Update: Lee Sollenberger informed the committee that St. Mary's Cemetery, Tewksbury, would be accepting the excess soil created by the digging of the addition. It was explained that further testing of the soils was required and performed by Environmental Health & Engineering, Inc. Lee updated on the shoring of the south side, which included the replacement of the rotten sill was completed. This was required prior to the digging of the addition foundation. Lee reported that additional asbestos had been located in the roof and that Triton Leasing & Rental, Inc would be responsible for the removal. Wendall provided an update on the electrical service and switch gear with National Grid. Wendall displayed to the committee several interior samples for the interior of the elevator. There was a consensus to go with ebony oxide, black in color. Lee provided a budget review and the Pending Change Log. Chairman Gregor Smith noted that the contingency is still in good shape, Member Josh Rownd concurred. Wendall lead a lengthy discussion relative to the flooring on the first floor. The First Floor Plan of the existing Town Hall, dated 5/19/17 was distributed which displays where hard wood floors and carpeting would be. It was determined that Consigli Construction Co should be directed to provide samples of what the exposed wooden floors would look like and cost before a final decision could be made. Wooden floor finishes using an oil or water based products were discussed. It was agreed that water based would most likely be better for the project. It was noted that there are three different species of wood present in the existing Town Hall. Wendall stated that samples should be expected to be viewed at the next meeting.

Project Newsletter: Chairman Gregor Smith asked if any committee member would volunteer to review the newsletter prior to release. Member Liz Mulholland agreed to assist. Donna Rich would be the conduit to have it published in various areas, website, school newsletters, etc.

Educational Opportunities: Chairman Gregor Smith announced that Zillie Theodorou Bhuju was recommended to assist with the educational opportunities of the project. The committee members spoke highly that Zillie would be a good addition.

Fundraising: Chairman Gregor Smith had the fundraising list distributed, and the committee discussed the items listed, added some that were missing, made a suggestion on how to improve the list. Member Josh Rownd discussed targeting the east stairs going back to the original formation and the west side four windows and one by the vault that have clapboards covering them. Mark Lyons reviewed the formation of a “Friends of Town Hall” group of residents. Mark also stated that his firm would be assisting, pro-bono, with the paperwork required to file for non-profit status.

Boyd Jackson reported on an unfortunate incident that occurred at Town Hall regarding an irate resident last Friday, relative to power outage. It was discussed how the “new” building was designed for security/safety measures. Donna Rich stated that internal measures would be taken with the employees at the temporary Town Hall.

Minutes: Member Ben Nutter made a motion to approve the minutes of October 4, 2017 as amended, seconded by Member Josh Rownd; so voted: 5-0.

At 9:34AM Member Liz Mulholland 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. Minutes: October 4, 2017
3. Budget Analysis & Cost Projection dated 11/8/17
4. Pending Change Log, dated 11/7/17
5. First floor plan dated 5/19/17, A1.02
6. Fundraising list dated 11/8
7. Memo from D.Rich regarding the internal processing of invoices dated 11/3/17

Approved as amended at the December 6, 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.
