

**Minutes of the  
Topsfield Town Hall Building Committee  
461 Boston Street-Conference Room  
September 6, 2017**

Chairman Smith called the meeting to order at 8:00AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Ben Nutter, and ex-officio member Selectman Mark Lyons. Josh Rownd was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Design Technique representatives John Sayre-Scibona and Lee Sollenberger, Selectmen Boyd Jackson and Dick Gandt McGinley Kalsow & Associates representatives Wendall Kalsow and Doug Manley, retiree Roberta Knight.

Project Update: John Sayre-Scibona informed the committee of a rotten sill found by what was the Treasurer/Collectors office. There was a discussion on potential solutions to the type of wood that could be used. Lee Sollenberger provided a report of additional asbestos located in dry wall and around the chimney. John Sayre-Scibona distributed Budget Analysis & Cost Projection dated 9/5/17. Hazmat Removal, line #202, was increased from contingency line #901 to display \$68,256 due to the recent additional asbestos abatement required. There was a review of the monthly changes that had been encountered. Roberta Knight provided an overview of the application process for the Americans with Disabilities Act grant. The committee provided Roberta with encouragement to continue with the application process in hopes to be awarded funding for the elevator. It was suggested that the application be reviewed by Wendall Kalsow when completed.

Fundraising Discussion: It was noted that by the next meeting there should be a decision from the Friends of the Council on Aging and their participation in a fundraising effort.

Project Newsletter: Chairman Gregor Smith reviewed the progress to date on the newsletter. Distribution of the newsletter was determined to be on the town website, cable and local newspaper, with hard copies to be located through the Town Library, Town Hall and Council on Aging newsletter.

Minutes: Member Ben Nutter made a motion to approve the minutes as written for July 26, 2017, seconded by Member Liz Mulholland; so voted: 4-0.

At 8:46AM Member Liz Mulholland made a motion to adjourn, seconded by Member Ben Nutter; 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. Minutes: July 19, 2017

*Approved as written at the October 4, 2017 Town Hall Building Committee meeting.*

<p>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.</p>
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