

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

Chairman Smith called the meeting to order at 8:06AM at the Town Hall. Committee members present were Gregor Smith, Ben Nutter, and Peter Bryson, and ex-officio member Selectman Mark Lyons. Elizabeth Mulholland and Josh Rownd were 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 and Lee Sollenberger, Selectmen Boyd Jackson and Dick Gandt, McGinley Kalsow & Associates representatives Wendall Kalsow and Fred Soule, Town Accountant Catherine Gabriel and Treasurer/Collector Barbara Michalowski.

Project Update: John Sayre-Scibona updated the committee on the underpinning of the elevator and the preparation being done at the site for the winter. Donna Rich mentioned that Greg Krom, Water Superintendent, would be available to point out where the underground stream is located on the property, it was suggested that it be shown to Ryan Stock, and Donna would coordinate. John Sayre-Scibona went through the budget dated 12/5/17. Lee Sollenberger provided an update on the soil removal, stating that due to the finding of arsenic and lead in the soil it could not be transferred to the cemetery, as previously thought. A landfill in Westminster/Fitchburg landfill, located on Fitchburg Road, is the likely candidate and details of that were discussed. Lee informed the committee that asbestos was located in roughly 1,000 roof slates that would now have to be removed. Lee explained that TLR was notified and would be handling the removal. The Pending Change Log, dated 12/5/17, was reviewed. The two additional windows at the west elevation, which is a “wish list” item was reviewed. Two frames were noted as being intact and noted the sashes could be replicated. The committee wanted Liz Mulholland of the Historical Commission to be consulted for the Commissions input, Donna Rich was asked to follow-up on this. Insulation in the existing building was discussed as it was not included in the original cost. It was agreed that it should be added to the project. Member Ben Nutter made a motion to approve the installation of insulation #22 at a not to exceed amount of \$30,000, with the exclusion of the entry way in the first and second floor, seconded by Member Peter Bryson; so voted: 3-0. Donna Rich notified the committee that the application for the Municipal ADA Improvement Grant Program had been submitted, which, if awarded, could be as much as \$104,850 to be put toward the cost of the elevator and lift for the stage. John Sayre-Scibona informed the committee that the proposal and invoice for National Grid had been processed.

Project Newsletter: Chairman Gregor Smith noted that another edition of the newsletter would be published shortly.

Educational Opportunities: Chairman Gregor Smith stated that Zillie Theodorou Bhuju was seeking possible educational opportunities of the project. Options were briefly discussed.

Fundraising: Mark Lyons updated the committee on the Friends of the Town Hall. The “Friends” had a meeting and Mark Lyons and Ben Nutter were in attendance. The committee updated the “Wish List” and it would be forwarded to the “Friends”.

Floor Tiles: Chairman Gregor Smith recognized Wendall Kalsow, who had brought some samples of ceramic tiles for the lobby entryway. The committee was asked to provide guidance on the size of the tile: 2-ft x 4-ft or 1-ft x 2-ft. The committee members present provided a consensus on the 1-ft x 2-ft size and in a dark gray color. Treads on the stairs was reviewed. The consensus of the members present was that of lunar dust Roppe 114 for the treads. The consensus of the members present for the data and janitorial closet flooring was a multicolor 52525 and lunar dust base.

Minutes: Member Peter Bryson made a motion to approve the minutes of November 1, 2017 as amended, seconded by Member Ben Nutter; so voted: 3-0.

At 9:37AM Member Peter Bryson made a motion to adjourn, seconded by Member Ben Nutter; 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. Minutes: November 8, 2017
3. Budget Analysis & Cost Projection dated 12/5/17
4. Pending Change Log, dated 12/5/17
5. Wish List/Fundraising dated 12/06/17

*Approved as amended at the January 3, 2018 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.