

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
January 3, 2018**

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

Project Update: John Sayre-Scibona reported that the temporary shoring is gone, the foundation is up, the demolition inside has been completed, the insulation of the exterior walls is in progress and there will be a discussion relative to insulating the attic. Lee Sollenberger provided an update on the soils, paperwork had been submitted to Department of Environmental Protection, United Civil would handle the removal and Environmental Health and Engineering would be on site to monitor the activity. John complimented Fred Soule for his efforts on keeping the project moving and that the target date of November 2018 still remains on track. John reviewed the budget dated 1/2/18. Wendall commented that the structural issues should be behind the project at this point. John then reviewed the “wish list” dated 12/7/17. It was noted that costs in black are firm, those in red are estimates. It was commented that the priority of the items has yet to be determined. Wendall then went through a packet distributed entitled Interior Finish Schemes. It was explained that the original colors identified by Sarah Chase were used in identifying the color palettes selected for discussion. There would be two color palettes, one for the historic building and one more contemporary for the new addition. The committee members went through the different color schemes with no resolution made. Bathroom tiles for the men’s and women’s bathroom was decided to be the same. The metal finish in the both lobbies was consensually decided to be VP-2 eggshell. Lighting was discussed and would need a decision, the committee members agreed that Chairman Gregor Smith could make the final decision, if need be between meetings.

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

Educational Opportunities: Chairman Gregor Smith reported that 18 members of the Proctor Planet Protectors, an after school club for sixth graders, toured the building recently.

Fundraising: Mark Lyons announced that yesterday was the birthday of the Friends of the Town Hall. They had filed the appropriate paperwork with the state.

Correspondence: Donna Rich reviewed a letter of support for the ADA Grant application from Representative Brad Hill and Senator Joan Lovely and a letter dated 12/12/17 from the

Office of the Attorney General regarding Kim Sherwood's Open Meeting Law complaint of July 11, 2017.

Minutes: Member Peter Bryson made a motion to approve the minutes of December 6, 2017 as amended, seconded by Member Ben Nutter; so voted: 3-0. Josh Rownd abstained.

At 9:54AM Member Peter Bryson made a motion to adjourn, seconded by Member Josh Rownd; 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: December 6, 2017
3. Budget Analysis & Cost Projection dated 1/2/18
4. Wish List/Fundraising dated 12/07/17
5. Letter of support for the ADA Grant application from Representative Brad Hill and Senator Joan Lovely
6. Letter dated 12/12/17 from the Office of the Attorney General regarding Kim Sherwood's Open Meeting Law complaint of July 11, 2017
7. USG Ceiling Solutions packet of information
8. MKA's interior finish schemes dated 1/2/18

Approved as amended at the February 7, 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.
