

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
February 7, 2018**

Chairman Smith called the meeting to order at 8:09AM at the Town Hall. Committee members present were Gregor Smith, Ben Nutter, Elizabeth Mulholland and Peter Bryson, 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 representative John Sayre-Scibona, Selectman Boyd Jackson, McGinley Kalsow & Associates representatives Wendall Kalsow, Fred Soule, and Town Accountant Catherine Gabriel and Treasurer Collector Barbara Michalowski.

Project Update: John Sayre-Scibona reported that the steel framing and the walls on the first floor deck are in place. Rough electric continues to be installed. John then went through the budget (dated 2/6/18) explaining the additional \$40,000 in Contaminated Soil Removal and Pending Change Requests in the amount of \$104,656. The Change Requests (list dated 1/31/18) were discussed in length. The 4 blind windows on the west exterior elevation were reviewed, which included a recommendation from the Historical Commission received in a letter dated January 30, 2018. The cost of the extra two would need to be explored as only two, of the four, windows had been priced. Landscaping items, such as tree caliber, was reviewed and options for species of trees was briefly discussed.

Project Newsletter: Chairman Gregor Smith noted there was no update available at this time.

Educational Opportunities: Chairman Gregor Smith reported that a tour of the building had been scheduled with 15-20 members of the Council on Aging for some time in March.

Fundraising: Mark Lyons reported that the Friends of the Town Hall had been incorporated. Mark announce the following had been appointed the following positions: Al Wallace as president, Bill Quinn as vice president, Leslie Voss as clerk and Karen Porter as treasurer.

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 Ben Nutter made a motion to approve the minutes of January 3, 2018 as written, seconded by Member Peter Bryson; so voted: 4-0.

At 9:13AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; 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: January 3, 2018
3. Budget Analysis & Cost Projection dated 2/6/18
4. Pending Change Log dated 1/31/18
5. Letter from Historical Commission dated 1/30/18
6. Wish List/Fundraising list dated 12/7/1

Approved as written at the April 4, 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.