

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

Chairman Smith called the meeting to order at 8:05AM 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 Town Accountant Catherine Gabriel and Treasurer Collector Barbara Michalowski, resident Libby Wilson.

Project Update: John Sayre-Scibona reported that the addition has a roof and Consigli Construction Co. is optimistic they will meet the deadline of November 2018. John gave kudos to Fred Soule for his ability to jump into the project in December and be very responsive. Wendall Kalsow reported that the windows in the addition should be installed over the next week. John noted that there would be a tour provided to the Council on Aging group in 2 weeks. John then went through the budget (dated 3/6/18) stating the Pending Change Requests amount to \$174,201. The Pending Change Log (list dated 3/1/18) was reviewed: noting the following items: the 4 blind windows, on the west exterior elevation, cost increase of \$31,155.57 due to the addition of 2 windows that was recommended by the Historical Commission, insulation on the exterior walls cost was reduced by \$24,000, attic insulation cost decreased by \$3,077.58, and demolition of the ceiling in the garage storage area decreased by \$11,635.55 to highlight a few. Selectman Jackson asked about the generator issue, the group discussed options and felt that additional research would be required, one option was to contract with a vendor to rent a generator on as need be basis.

Fundraising: Chairman Gregor Smith distributed a list entitled “Topsfield Town Hall Enhancements-Summary”, dated 3/2/18, stating that they are not listed in priority. It was noted that the list would be distributed to the Friends of the Town Hall and the Friends of the Council on Aging.

At 8:56AM Member Peter Bryson 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. Budget Analysis & Cost Projection dated 3/6/18
3. Pending Change Log dated 3/1/18
4. Topsfield Town Hall Enhancements-Summary dated 12/7/1

*Approved as amended 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.