

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall  
Second Floor Council on Aging Programing Space  
October 3, 2018**

Chairman Smith called the meeting to order at 8:03AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Ben Nutter, Josh Rownd and Peter Bryson and ex-officio member Selectman Mark Lyons. 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, Lee Sollenberger, McGinley Kalsow & Associates representatives Fred Soule, Town Administrator Kellie Hebert, Selectmen Boyd Jackson and Dick Gandt, resident Jeanine Cunniff.

Project Update:

John Sayre-Scibona reviewed the budget dated 10/3/18, which displays a contingency of \$20,214, also included was \$90,010 from the Friends of the Town Hall. Lee Sollenberger reviewed the costs analysis entitled Asbestos/Contaminated Soils/Hazardous Waste Abatement dated 9/26/18. Lee reported that the drilling of the 4 corners around the building came back showing signs of lead. The ground water monitoring would occur during the first part of November.

Overview of Relocation Back to Town Hall: Chairman Gregor Smith provided a review of the rain event that took place on 9/18/18 in which ½ inch of rain came down in 20 minutes causing flooding down the south stair-well into the ground floor space and in the parking lot. They were noted as two separate issues. Dave Bond, Highway Superintendent, broke open the 12-inch drain pipe in the parking area causing the water to flow into the already existing drain pipe system. The civil engineer would be on site today to meet with several people to discuss potential remedies for the parking area. Donna Rich reported that the insurance carrier, MIIA, had been notified of the incident. Donna Rich provided an update on the move back to West Common Street, all went smoothly.

Outstanding Work at Renovated Building: It was reported that the historic entrance was not accessible due to lack of railings, it was noted they would be installed on October 17<sup>th</sup>. Boyd Jackson reported that he had met with Quinn Brothers to discuss solutions to the south stairwell fall protection area. Quinn Brothers would be submitting a quote for review.

Discussion: AV/Cable Ready Space: Chairman Gregor Smith would contact Steve Hall to discuss an acoustic review of the Public Hall.

Discussion: Continuing Role of Town Hall Building Committee: Chairman Gregor Smith stated that with the Town Hall project winding down the future of the committee to continue should be addressed. Chairman Gregor Smith noted that there are several projects left to be addressed with the Town Hall, such as the front door and the Public Hall acoustics. Town Administrator Kellie Hebert spoke to the committee being an advisory committee with a broader scope, open up to all the Town buildings. It was noted that the appointment was for

a year and that the committee should not dissolve as there would be further tasks to handle, possibly a refocus of the committee.

Ribbon Cutting:

Donna Rich provided an update on the status of the Ribbon Cutting which was scheduled to be held on October 20<sup>th</sup>.

At 9:17AM Member Liz Mulholland made a motion to adjourn, seconded by Member Ben Nutter; so voted: 5-0.

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 10/3/18
3. Asbestos/Contaminated Soils/Hazardous Waste Abatement dated 9/26/18

*Approved as amended at the December 5, 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.