

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall  
First Floor Conference Room  
November 7, 2018**

Chairman Smith called the meeting to order at 8:07AM at the Town Hall. Committee members present were Gregor Smith, Ben Nutter and Peter Bryson and ex-officio member Selectman Mark Lyons. Josh Rownd and Elizabeth Mulholland 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, Lee Sollenberger, McGinley Kalsow & Associates representatives Wendall Kalsow, Fred Soule, Selectmen Boyd Jackson and Dick Gandt.

Project Update:

John Sayre-Scibona reviewed the budget dated 11/6/18, which displays a contingency of \$382, also included was \$90,010 from the Friends of the Town Hall. Also noted was the Change Order #13 had been included. Lee Sollenberger reported that there would be no more ground water testing/monitoring required. It was suggested to leave the wells in place for at least 2 years. Building Inspector had raised concern with the slope of the walk way and the need of a railing not being to code, and also the length of the railing at the historic entrance with the remaining length of the side walk not being to code. It was decided that Member Peter Bryson would meet with Fred Soule and Glenn Clohecyc to discuss the issues.

Fencing by Retention Areas: Options of fencing were discussed, for safety reasons. Donna Rich reported that Green Topsfield was looking into planting blueberry bushes, part of an intergenerational garden project at Proctor School. Member Ben Nutter asked to be put in the loop of that conversation, as he would be working toward the planting of additional trees during the Arbor Day celebration.

Acoustics in the Public Hall: Chairman Gregor Smith reported that he had obtained a proposal from Unison Acoustics, LLC to perform a study of the Public Hall. Wendall Kalsow believes that there was done during Schematic Design phase and he would research and forward the results found.

Generator Rental Update: Boyd Jackson reported that he had contacted a rental company who quoted wanting \$500 a month to hold a 30 kilowatt generator for Town Hall use when needed. Further investigation on this issue appears to be required.

Role of Town Hall Building Committee: Chairman Gregor Smith suggested that the committee be polled to see if the committee would like to move the meetings to the evenings, maybe change the day. Donna Rich was requested to poll the group. It was noted that there was more tasks to be completed.

At 9:27AM 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. Budget Analysis & Cost Projection dated 11/6/18
3. Acoustics proposal from Unison Acoustics, LLC

*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.
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