

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall
Second Floor Program Space
December 5, 2018**

Chairman Smith called the meeting to order at 8:12AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Ben Nutter 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, Lee Sollenberger, Selectmen Dick Gandt.

Minutes:

Member Peter Bryson made a motion to approve the minutes of August 1, 2018 as amended, seconded by Member Liz Mulholland; so voted: 4-0.

Member Liz Mulholland made a motion to approve the minutes of September 5, 2018 as amended, seconded by Member Ben Nutter; so voted: 3-0-1, Member Peter Bryson abstained.

Member Peter Bryson made a motion to approve the minutes of October 13, 2018 as amended, seconded by Member Ben Nutter; so voted: 4-0.

Member Ben Nutter made a motion to approve the minutes of November 7, 2018 as amended, seconded by Member Peter Bryson; so voted: 4-0.

Project Budget Update:

John Sayre-Scibona stated that there had been no changes to the previous budget and noted that line item 501, AV Equipment for \$3,000 and 506, Signage for \$10,000 remained unspent. John reported that he would be submitting a DCAMM final review for the project. There was discussion regarding the As-Built plans and the final walk through with Glenn Clohecy, Building Inspector, for Code compliance. Peter reported that during the preliminary walk-through with Glenn, they reviewed the sloped walkway, length of hand rails extending onto the side walk and the Lexan on the windows. Glenn was ok with the sloped walkway and the hand rails, but the size of the Lexan at several windows remains to be corrected. Lee Sollenberger reported that the final report on the contaminated soils came back with no level of significant hazardous materials. It was strongly suggested that the ground level wells that had been installed remain in place, and the committee members concurred. Lee noted that Environmental Health & Engineering had provided a letter to the Town Administrator, Kellie Hebert, and the Health Agent, John Coulon, stating the Permanent Solution Statement with No Conditions had been submitted to the Mass Department of Environmental Protection. It was noted that the Punch List is still a work in progress, but is getting close to completion.

Acoustics in the Public Hall: Chairman Gregor Smith reported that this topic should be discussed at the next meeting, with hopefully funding secured to have the survey performed.

Discussion: Plaques: There was a general discussion relative to the plaques recognizing the donors and committee. The topic would require further discussion with members of the Friends of the Town Hall.

It was noted that the next meeting would be held on January 2nd at 7:30pm, Town Hall small conference room.

At 9:21AM 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 12/5/18
3. Asbestos/Contaminated Soils/Hazardous Waste Abatement Report dated 11/6/18
4. EH&E letter dated December 1, 2018

Approved as amended at the February 6, 2019 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.