

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
March 9, 2016**

Chairman Smith called the meeting to order at 9:00AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, and Josh Rownd. Ben Nutter and Peter Bryson were absent. Ex-officio members Selectmen Boyd Jackson and Martha Morrison were present. Ex-officio member Town Administrator Kellie Hebert was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley, and resident Dick Gandt.

Historic Window Restoration Project: Chairman Gregor Smith reviewed the bid opening event for the abatement of windows at Town Hall. After a brief discussion the committee agreed that the window project should be re-bid as one project, restoration and abatement of asbestos. Member Liz Mulholland made a motion to recommend that the window project at Town Hall be re-bid as a Historic Windows Restoration Project which would include the abatement of the windows as well as restoration; seconded by Member Josh Rownd; so voted: 4-0. Chairman Gregor Smith reported that Adams & Smith Architects would develop revised specifications and post to the Central Register in two weeks. Chairman Gregor Smith would contact Massachusetts Historic representative Tracie Fortier and explain the change in direction. Community Development Coordinator Donna Rich would notify the companies that had previously bid both projects.

Schematic Design Review: McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley presented. Refer to Doug Manley's meetings minutes #11. The Committee discussed the format that would be followed and which member of the committee would speak during the presentation on March 31st.

Town Hall Budget: Member Mark Lyons led a discussion relative to the funding of the project and explained information obtained by Eastern Bank Bond Council Lori Lombard and Treasurer/Collector Barbara Michalowski. Member Mark Lyons distributed draft charts and information relative the existing exempt debt displaying projects that would be "rolling off".

At 10:004AM Member Josh Rownd made a motion to adjourn, seconded by Member Mark Lyons; 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. Meeting Minutes #11 written by Doug Manley, McKinley Kalsow & Associates Inc
3. McKinley Kalsow & Associates Inc draft of slide presentation dated 3/8/16
4. Draft Existing Exempt Debt, Principal and Interest 2003-2022, 2003-2046 & 2009-2026

Approved as written at the May 11, 2016 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.