

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
May 11, 2016**

Chairman Smith called the meeting to order at 9:07AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio member Selectmen Martha Morrison and Boyd Jackson and Town Administrator Kellie Hebert. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Board of Health Agent John Coulon, Maggie Block, Masconomet Senior.

Town Hall Project: Next Steps: Chairman Gregor Smith reported that McGinley Kalsow & Associates, Inc would be eligible to continue on with the Town Hall Project due to the language in the present contract. Distributed for discussion was a letter dated February 22, 2016 from McGinley Kalsow & Associates, Inc describing scope of work for the next phase of the project. Chairman Gregor Smith would invite McGinley Kalsow & Associates, Inc to the next meeting.

Window Restoration Project: Town Administrator Kellie Hebert reported that there had been a complaint filed with the Department of Labor Standards regarding the air quality on the second floor. Board of Health Agent John Coulon further explained the details of what led to Mr. G. Pharris, MA State Inspector at the Division of Labor Standard, Workplace Safety and Health for Pubic Employees, to arrive at Town Hall on Monday, May 9th to inspect and what has taken place to rectify the situation.

Mark Lyons reported that due to the results of the recent Board of Selectmen election his position on the Committee as a member is under review by Kopelman & Paige PC. It was noted that Mark did not participate in any deliberation at today's meeting.

Minutes:

Member Josh Rownd made a motion to accept the minutes of March 2nd, 9th, 16th, 23rd and 30th, seconded by Member Liz Mulholland; so voted: 5-0. Member Ben Nutter abstained from March 2nd and 9th. Member Liz Mulholland abstained from March 23rd.

At 10:30AM Member Liz Mulholland made a motion to adjourn, seconded by Member Josh Rownd; so voted: 6-0

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. McGinley Kalsow & Associates, Inc Architectural and Engineering Services memo dated February 22, 2016.

Approved as written at the June 15, 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.