

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
June 29, 2016**

Chairman Smith called the meeting to order at 8:05AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio member Selectman Mark Lyons. Peter Bryson 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, Council on Aging Vice Chairman Bill Quinn, Boxford Cable Access TV representatives Brad Sweet and Jon Rivers, IT Advisory Committee Bob Sapienza and residents Steve Hall, and Dick Gandt.

TH Historic Preservation, Renovation and Expansion Project: Chairman Smith provided an overview of the project to Boxford Cable Access TV representatives Brad Sweet and Jon Rivers. Brad Sweet presented a document entitled 2016-2017 Capital Expenditure Outlook. Brad also provided a comprehensive description of what BCA Tv would suggest for the wiring of the new building in order to be cable TV ready. Bob Sapienza, IT Advisory Committee member, also provided a comprehensive description of how the new building should be wired in individual offices. The potential of engaging an IT Consultant to assist with the technical aspect of IT area was discussed. Chairman Smith recognized Steve Hall and a discussion regarding the stage area ensued. The discussion surrounded the difference of having a thrust stage or a proscenium stage design. Steve Hall provided insight into the difference of the two designs stating that the use of the stage would drive the potential design. Refer to Doug Manley's meetings minutes #18.

Window Restoration Project: Donna Rich provided a brief update on the installation of the windows that took place June 24 & 25 and the scheduled moving forward. Chairman Smith reported that additional costs would be incurred by Environmental Health & Engineering due to the complaint that was filled with the Department of Labor Standards by the Board of Health Chairman Sherly Knutsen.

At 10:00AM Member Josh Rownd 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. BCA Tv 2016-2017 Capital Expenditure Outlook

Minutes of 6/29/16

Page 1 of 2

*Approved as amended at the July 22, 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.