

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
July 27, 2016**

Chairman Smith called the meeting to order at 8:02AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd, Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Member Elizabeth Mulholland 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, Doug Manley and Mat Maggio, Fire Chief Ron Giovannacci, Council on Aging Chairman Penny Rogers, Council on Aging Director Paula Burke, HL Graham Associates Inc representative Larry Graham, Tri-Town School Union Director of Facilities Steve Clifford and resident Dick Gandt.

TH Historic Preservation, Renovation and Expansion Project: Chairman Smith opened the meeting and turned it over to McGinley Kalsow & Associates, Inc representatives Wendall Kalsow, Doug Manley and Mat Maggio. Fire Chief Ron Giovannacci assured the Council on Aging Chairman Penny Rogers that the building would be designed and built to fire code, and commented that tall elderly housing buildings are very common now. New renderings of the entry way were distributed and discussed and consensus of the Committee was positive. Wendall Kalsow reviewed upcoming meetings scheduled with Massachusetts Architectural Access Board and Massachusetts Historic Commission. HL Graham Associates Inc representative Larry Graham, civil engineer, introduced the early stages of the septic location. There was a discussion relative to stormwater drainage and the potential of a raingarden bio-retention area.

Window Restoration Project: Community Development Coordinator Donna Rich provided an update on the painting of the windows.

Member Vacancy: Chairman Gregor Smith led a brief discussion which resulted in the Committee agreeing to keep the membership at five.

At 10:00PM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; so voted: 5-0

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

Minutes of this meeting were also prepared by Doug Manley, McGinley Kalsow & Associates.

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. Revised floor plans dated 7/27/16 distributed
3. MKA Agenda Items
4. Initial Building Code Review document

Approved as written at the August 31, 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.