

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
August 10, 2016**

Chairman Smith called the meeting to order at 8:05AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Josh Rownd, and Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. 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. representative Wendall Kalsow, Michelle Crowley Landscape Architect LLC, representatives Michelle Crowley, Design Technique Inc representative John Stanbury, Selectman Boyd Jackson, and resident Dick Gandt.

TH Historic Preservation, Renovation and Expansion Project: Chairman Smith introduced and welcomed Design Technique Inc representative John Stanbury. McGinley Kalsow & Associates, Inc representative Wendall Kalsow introduced Michelle Crowley, landscape architect, who presented two drawings, dated August 5, 2016, for discussion. The committee liked some aspects from both drawings and requested a hybrid option be developed. Wendall Kalsow provided the committee with a list of items that would be presented to the Massachusetts Architectural Access Board (MAAB). Wendall stated that MAAB would most likely require a policy be established regarding seating in the balcony, such as the balcony area would only be used for overflow seating, and that the storage space in the ground level of the building be designated for employees only. Member Ben Nutter made a motion that the Town Hall Building Committee approves McGinley Kalsow to make a proposal to the MAAB on variance issues on behalf of the Town of Topsfield, seconded by Member Liz Mulholland; so voted: 4-0. Wendall Kalsow also reviewed window options and updated elevations, in addition he reported on the progress made with the mechanical and the structural consultants.

Owner's Project Management Services: There was a brief discussion relative to the committee meeting day and the possibility of moving it. The members had no other available day.

Window Restoration Project: Community Development Coordinator Donna Rich provided an update on the progress on the completion report required by the Massachusetts Historic Commission.

Public Forum: Public Forum was scheduled for August 17<sup>th</sup> at the Proctor School cafeteria and everyone expressed that they would arrive around 6:30PM. McGinley Kalsow & Associates would present a similar presentation that was provided to the Board of Selectmen and Historical Commission on August 3<sup>rd</sup>.

At 9:58AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; so voted: 4-0

Respectfully submitted,

Donna C. Rich  
Community Development Coordinator

Minutes of this meeting were also prepared by Ferzin Engineer, 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. Michelle Crowley Landscape Architect LLC drawings dated 8/10/16
3. MKA drawings dated 8/10/16: windows details, north, south, east and west elevations

*Approved as written at the December 14, 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.
---