

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
August 24, 2016**

Chairman Smith called the meeting to order at 8:01AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, and Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Josh Rownd and Peter Bryson were 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 Doug Manley and Wendall Kalsow, CSI Engineer representative Jason Churches, Design Technique Inc representative Lee Sollenberger, Selectman Boyd Jackson, residents Alyson Hardy and Dick Gandt.

Public Forum: The committee members along with McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow provide their thoughts on the Public Forum that was held on August 17, 2016, Proctor School Cafeteria. In general it was noted that it was well attended with thoughtful questions and comments.

Window Restoration Project: Member Ben Nutter noted that independent consultant Sarah Chase had done research on the color of the exterior of the building in 2002-2004 and it would be helpful to locate her results. Donna Rich would look for such report and was directed to send it to McGinley Kalsow & Associates, Inc.

Town Hall Historic Preservation, Renovation and Expansion Project: CSI Engineer representative Jason Churches described 3 different options for HVAC systems that could be considered for use in the project. After a discussion the committee directed CSI to incorporate Option 1-VRF heat pump systems into the project. Doug Manley and Wendall Kalsow then reported on ceiling options. Wendall Kalsow reviewed the Application for Variance that MKA submitted on August 19th to the MA Architectural Access Board on behalf of the Town. Wendall Kalsow has also met with MA Historic Commission, Paul Holtz, to review the design plan to date and reported that meeting went well. MKA reported that they would be conducting an aerial lift inspection of the roof and tower later this week to determine the scope of repairs required on the exterior of the building. Lee Sollenberger reported that the CM@Risk application is moving forward. The Request for Qualifications would be the next step in this process.

At 9:55AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; so voted: 3-0

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. CSI Engineers 3 options for HVAC's
3. MA Architectural Access Board application for variance
4. Drawings entitled first floor RCP and Section dated 8/23/16

Approved as amended at the May 17, 2017 Town Hall Building Committee meeting.

<p>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.</p>
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