

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
August 31, 2016**

Chairman Smith called the meeting to order at 8:05AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, and Ben Nutter, Elizabeth Mulholland (9:00AM), ex-officio member Selectman Mark Lyons. Josh Rownd 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, Design Technique Inc representatives John Sayre-Scibona and Lee Sollenberger, residents Dick Gandt.

Minutes: Member Peter Bryson made a motion to approve the minutes of July 20, 22 & 27, 2016 as written, seconded by Member Ben Nutter; so voted: 3-0.

TH Historic Preservation, Renovation and Expansion Project: Chairman Smith opened the meeting and turned it over to McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Wendall Kalsow provided a report of the findings from the inspection of the roof/tower exterior aerial lift event. Specifically reviewed was the clock face which was identified to be in need of replacement. It was noted that the Keepers of the Clock and Historical Society would be apprised of the needs in this area. There was a discussion relative to the HVAC systems, radiant vs. baseboard. Ben Nutter related concerns received from resident Alison Hardy relative to the contour of the roof on the addition. Lighting within the connector of the two buildings was briefly discussed, as it was brought up at the Public Forum.

At 8:55AM the meeting was recessed to the Joint Meeting with the Board of Selectmen. Member Liz Mulholland arrived at 9:00AM. Meeting resumed at 9:20AM.

Window Restoration Project: Design Technique Inc. representative Lee Sollenberger reported on the removal of hazardous material in conjunction of the window project. It was agreed that Environmental Health and Engineering would be engaged to provide their services with this activity.

Relocation Update: Chairman Gregor Smith stated that the Request for Proposals for Temporary Office Space was moving forward.

Review of Draft Project Budget: Design Technique Inc representative John Sayre-Scibona distributed a Project Budget/Line Items/Account which was reviewed. There was a brief discussion relative to items that could be identified and funded through other sources.

At 10:05AM Member Peter Bryson made a motion to adjourn, seconded by Member Gregor Smith; 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. Minutes: July 13, 20, 22 & 27, 2016

Approved as amended at the May 17, 2017 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.