

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
September 7, 2016**

Chairman Smith called the meeting to order at 8:02AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Josh Rownd, and Ben Nutter, Town Administrator Kellie Hebert. 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, John Sayre-Scibona, Design Technique, Selectman Boyd Jackson, residents Dick Gandt.

MKA Design Development Update: Doug Manley provided an update on the following areas: interior paint consultant, Sarah Chase, the landscape architect, the civil engineer, the lighting consultant, and the auditorium noise transmission specialist. Doug reported that the plan design for the project was projected to be completed by the end of October. John Sayre-Scibona received from Council on Aging Director Paula Burke in an email dated 9/1/17 relative to the kitchen area. The committee suggested that a conversation with Board of Health agent John Coulon take place to find out what the implications would be for what was requested.

Construction Manager @ Risk to Office of Inspector General: John Sayre-Scibona reported that the process is moving forward.

HAZMAT Investigation: John Sayre-Scibona led a discussion on further testing required at Town Hall for asbestos. Town Administrator advised the committee that it was appropriate to engage with the same vendor that was used for the Window Project for a cost estimate, Environmental Heath & Engineering.

Sustainability: The committee discussed being LEED certified with the project and it was decided to follow the philosophy of LEED, but not move through the certification process.

Project Budget: John Sayre-Scibona distributed a Budget Analysis, dated 9/7/17, and reviewed the line items that had been updated. Josh Rownd made a motion to approve the Change to the budget as proposed; seconded by Peter Bryson; so voted: 5-0.

Relocation Status: Selectman Boyd Jackson reported on potential properties with the town limits that might be able to accommodate town government offices. Some noted were John Coughlin's properties on Route 1, both south and north bound, Petco, Village Shopping Center, trailer space was mentioned at Klock Park, Signature Motors vacated lot, and Emerson Field, to name a few. The draft of the Request for Proposals would be available next week.

Cable Access/IT Needs: Chairman Gregor Smith relayed the parameters and equipment that would be advantageous to have regarding cable connectivity in conference rooms.

At 9:46AM Member Liz Mulholland made a motion to adjourn, seconded by Member Peter Bryson; so voted: 5-0

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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. Email dated 9/1/17 from Council on Aging
3. Budget Analysis dated 9/7/17

*Approved as written at the June 15, 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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