

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
September 14, 2016**

Chairman Smith called the meeting to order at 8:00AM 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 Wendall Kalsow and Doug Manley, Design Technique Lee Sollenberger, Selectman Boyd Jackson, BACTV Brad Sweet, National Grid representative Mike Skinner, CSI Engineer Chuck Mase, Jason Churches and Andrew Powers, residents Dick Gandt and Chip Goudreau, and Bob Sapienza.

MKA Design Development Update: Doug Manley reviewed the revised floor plans dated 9/14/16. Chairman Smith explained to the committee the reason that private offices were included for the Finance Team personnel.

Cable Access/IT Needs: Brad Sweet of Boxford Access Cable TV (BACTV) reviewed the requirements that would be needed to enable the Board of Selectmen's meeting room, auditorium and other conference room to equip with cable ready. Brad Sweet distributed a Capital Budget Recap which displays the cost of equipment needed.

National Grid: Gregor Smith provided a review of the Green Communities Committee membership and charter. Chip Goudreau explained the potential of funding assistance from National Grid. It was determined that an additional meeting would be required to review the plan and process.

HAZMAT Investigation: Lee Sollenberger reported that the Request for Proposal for the abatement of asbestos has been sent to Environmental Health & Engineering for review.

Relocation Status: The committee was asked to review the Request for Proposal for rental of office space within the Town limits for government offices presently located at 8 West Common Street. There was discussion relative to the storage of documents that might be considered for "dead storage". In addition, Council on Aging program space was discussed and if space would be identified in the temporary office space.

Minutes: Member Josh Rownd made a motion to approve the minutes as written for May 2nd, 11th, 18th and 25th, seconded by Member Liz Mulholland; so voted 3-0

At 9:40AM Member Ben Nutter made a motion to adjourn, seconded by Member Peter Bryson; so voted: 5-0

Respectfully submitted,

Donna C. Rich

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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. MKA First Floor Plan A1.2 and plan No A11.1 dated 9/14/16
3. Capital Budget Recap dated 2016-09-01
4. Draft of the RFP for Temporary Office Space

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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