

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
September 21, 2016**

Chairman Smith called the meeting to order at 8:03AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson (8:30), Elizabeth Mulholland, Josh Rownd, and Ben Nutter, ex-officio members Selectman Mark Lyons and 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, Design Technique representative John Sayre-Scibona, residents Dick Gandt.

MKA Design Development Update: McGinley Kalsow & Associates, Inc representatives Doug Manley provided an update on the kitchen requirements after meeting with John Coulon, Board of Health Agent and Liz Mulholland. Design ideas were discussed also briefly that funding could be through fundraising efforts for some of the appliances. The Committee then discussed possible project alternates, such as the folding wall in the COA program space, the heated snow melt walkway, stage lighting, the system for catching rainwater, darkening shades for the auditorium and asphalt roof shingles.

HAZMAT Investigation: John Sayre-Scibona updated the committee on utilizing Environmental Health Engineering to obtain a quote for the scope of work for the asbestos abatement. Ben Nutter made a motion to proceed with Environmental Health Engineering to provide an assessment of the abatement of asbestos at Town Hall with a stipulation not to exceed \$6,000, seconded by Liz Mulholland; so voted: 4-0.

Relocation Status : Chairman Gregor Smith reviewed the Request for Proposal for Temporary Government Office Space. Move in date was discussed and agreed to state first quarter, January-March 2017.

Window Restoration Project: Doug Manley stated the benefits of Monray storm and Allied storm windows. Chairman Gregor Smith stated Homer Contracting Inc would be obtaining a quote from both companies.

National Grid: Doug Manley provided an update on the rebates/incentives that could be incorporated into the project.

At 9:19AM Member Ben Nutter made a motion to adjourn, seconded by Member Peter Bryson; so voted: 5-0

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:

Minutes of 09/21/16

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1. Agenda
2. MKA Kitchen design dated 9/21/16

*Approved as written at the June 15, 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.