

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
September 28, 2016**

Chairman Smith called the meeting to order at 8:07AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Josh Rownd, and Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Peter Bryson was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Design Technique representative John Sayre-Scibona, McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow and Doug Manley, Selectman Boyd Jackson, resident Dick Gandt.

MKA Design Development Update: Doug Manley reviewed the Historic Interior Finishes Study written by Sara Chase, dated 9/26/17. The report explained the colors that had been discovered in several areas of Town Hall. Wendall Kalsow reported on the Massachusetts Architectural Access Board hearing that was held yesterday. Doug Manley provided a brief update on the kitchen design and the septic plan. It was noted that the school should be notified once the location is determined.

HAZMAT Investigation: John Sayre-Scibona provided an update.

CM at Risk: John Sayre-Scibona reviewed the dates of the process, walk-thru scheduled for 10/5 at 1PM and bids are due 10/18. The committee decided to review all the applicants and narrow the candidates down for interviews.

Relocation Status: Donna Rich noted that the bid opening for the Request for Proposals for temporary office space would be November 9th.

At 8:59AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; 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. Sara Chase Interior Finishes Study dated 9/26/16

Approved as written at the June 22, 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.