

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
October 5, 2016**

Chairman Smith called the meeting to order at 8:12AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland (8:22), Josh Rownd (8:18), and Peter Bryson, ex-officio members Selectman Mark Lyons. Ben Nutter 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, Preservationist Specialist Gregor Trinkaus-Randall, resident Dick Gandt.

State Archivist: After introductions of Preservationist Specialist Gregor Trinkaus-Randall Chairman Gregor Smith described the project. Gregor Trinkaus-Randall provided state requirements for the vault that holds vital records in the Town Clerks possession. Fire protection considerations were also reviewed. Wendall Kalsow reviewed the high density storage area that had been included in the architectural designs. It was suggested that digital archivist policy be established for Town records.

MKA Design Development Update: Doug Manley reported that designs had been sent to the Massachusetts Architectural Access Board. Doug Manley also reported on interior finishes consultants had been working on the transaction counters, flooring and lighting.

HAZMAT Investigation: John Sayre-Scibona reported that testing for hazardous materials would need to be done during off hours. The committee volunteered to assist with the activity.

CM at Risk: John Sayre-Scibona reported on the progress of utilizing a 149A contract. Also reported was that language was missing in the MKA contract for the use of a CM at Risk. This would be corrected by MKA.

Relocation Status: Donna Rich reported that the Request for Proposals had been posted to the Central Register for Temporary Government Office Space within the Town limits. Bids would be due November 9<sup>th</sup>.

Window Restoration Project: Chairman Smith reported that the storm window purchase has been slow and that he would be working with Richard Smith and Homer Contracting. Homer Contractor would be obtaining quotes from two suppliers for storm windows.

At 9:43AM Member Josh Rownd made a motion to adjourn, seconded by Member Peter Bryson; 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

*Approved as written at the June 22, 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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