

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
November 9, 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, ex-officio members Selectman Mark Lyons. 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, Selectman Boyd Jackson, Design Technique Inc representative Lee Sollenberger, and resident Dick Gandt.

CM at Risk: Design Technique Inc representative Lee Sollenberger explained the two part process that would be followed when the Requests For Proposal (RFP) were received later today, at 3PM. First the members would receive the RFP's and then the price proposals would be sent out early next week prior to the interviews. Interview schedule was briefly discussed.

Window Restoration Project: There was a discussion relative to the casing stops of the storm window options. It was determined that more investigative work was required before a final decision could be made on the manufacturer. Donna Rich reported that the final report had been submitted to Tracy Fortier.

Parking: Selectman Jackson expressed his concerns on the amount of parking spaces that would be available in the new building/addition. There was a discussion relative to potential areas where parking could be added. Doug Manley would that an inventory of the amount of spaces that were being utilized today and compare the number to what is on the proposed plan.

Temporary Office Space: Donna Rich reported that the Requests For Proposals for Temporary Office Space would be opened today at 10AM.

At 8:52AM 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

Minutes of this meeting were also prepared by Doug Manley, McGinley Kalsow & Associates.

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 December 14, 2016 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.