

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
December 7, 2016**

Ben Nutter called the meeting to order at 8:26AM at the Town Hall. Committee members present were, Elizabeth Mulholland, Josh Rownd, ex-officio members Selectman Mark Lyons. Gregor Smith and Peter Bryson were 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, Michelle Crowley Landscape Architect (MCLA) representatives Naomi Cottrell & Erin McCabe, and resident Dick Gandt.

MKA Design Development Update: Doug Manley turned the presentation over to MCLA. Naomi Cottrell & Erin McCabe reviewed parking options via an aerial picture of the site, dated 11/9/16. Wendall Kalsow noted that the additional parking spaces did not have to be a part of this project. Naomi Cottrell described the landscape design, distributing examples of the lighting for the field stone walkway, the lighting fixtures proposed along the entry way and benches. Liz Mulholland asked about the trees that would be removed where the septic would be. Naomi Cottrell described the trees that were being proposed to replace those that were being removed. The calibers of the trees were discussed along with the rain garden that is also being proposed. It was determined that a conversation with Steve Shepard, Park & Cemetery Superintendent should be arranged, Donna Rich would take care of that. Doug Manley stated that the project would be reviewed by the Zoning Board of Appeals on December 27, 2016 and Naomi Cottrell would be in attendance.

Budget Update: John Sayre-Scibona reported that there was not budget update for today.

Relocation Status: John Sayre-Scibona reported that the lease for 461 Boston Street would be reviewed by Mark Lyons, Kellie Hebert and Gregor Smith.

Window Restoration Project: Liz Mulholland reported that the Historical Commission would be meeting on Monday to review the Humphrey samples. Doug Manley noted that the colors look like a positive match to the exterior colors.

At 9:7AM Member Liz Mulholland made a motion to adjourn, seconded by Member Josh Rownd; so voted: 3-0

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. Michelle Crowley Landscape Architect ariel parking diagrams, lighting fixtures and planting suggestions

Approved as written at the June 22, 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.