

**Minutes of the  
Topsfield Town Hall Building Committee  
Conference Room  
December 14, 2016**

Chairman Smith called the meeting to order at 8:00AM. Committee members present were Gregor Smith, Peter Bryson, Liz Mulholland, Josh Rownd, and Ben Nutter, and 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 Architects representative Wendall Kalsow and Doug Manley, Selectman Boyd Jackson, Design Technique representatives John Sayre-Scibona and Lee Sollenberger, and resident Dick Gandt.

MKA Design Development Update: Doug Manley informed the committee of interior design items, such as the eagle painting suggested location, the front foyer to be restored due to Sara Chases' findings, shutters not to be utilized, lighting options to name a few. It was reported that the meeting with Consigli Construction to review the estimates would be held on December 20<sup>th</sup>.

File Sub Bids-Qualification Process: Lee Sollenberger reviewed the process that would be followed for the 14 trades. Member Ben Nutter made a motion to approve the establishment of a Pre-Qualification Committee made up of Design Technique representative Lee Sollenberger, McGinley Kalsow Architects representative Doug Manley and Consigli Construction Co to review the 14 trades, seconded by Member Peter Bryson; so voted: 5-0.

Relocation Status: Donna Rich reported that the lease had been signed and the building was being fitted out for the Town Hall needs.

Window Restoration Project: Liz Mulholland reported that the Historic Commission voted to approve Humphrey as a vendor for the storm windows at Town Hall. Ben Nutter reported that Homer Contracting would measure the windows, with Richard Smith providing the scope of the work. Homer Contracting would provide a quote for the installation of the storm windows.

Minutes:

Member Josh Rownd made a motion to approve the minutes of August 1, 2016, as written, seconded by Member Peter Bryson; so voted: 5-0.

Member Josh Rownd made a motion to approve the minutes of August 3, 2016, as written, seconded by Member Ben Nutter so voted: 4-0-1. Peter Bryson abstained.

Member Josh Rownd made a motion to approve the minutes of August 10, 2016, as written, seconded by Member Peter Bryson; so voted: 4-0-1. Peter Bryson abstained.

Member Ben Nutter made a motion to approve the minutes of August 31, 2016, as written, seconded by Member Peter Bryson; so voted: 4-0-1. Josh Rownd abstained.

Member Josh Rownd made a motion to approve the minutes of October 12, 2016, as written, seconded by Member Peter Bryson; so voted: 5-0.

Member Josh Rownd made a motion to approve the minutes of October 19, 2016, as written, seconded by Member Ben Nutter; so voted: 3-0-2. Peter Bryson and Liz Mulholland abstained.

Member Josh Rownd made a motion to approve the minutes of October 26, 2016, as written, seconded by Member Ben Nutter; so voted: 4-0-1. Liz Mulholland abstained.

Member Josh Rownd made a motion to approve the minutes of November 1, 2016, as written, seconded by Member Ben Nutter; so voted: 4-0-1. Liz Mulholland abstained

Member Josh Rownd made a motion to approve the minutes of November 9, 2016, as written, seconded by Member Peter Bryson; so voted: 5-0.

Member Josh Rownd made a motion to approve the minutes of November 16, 2016, as written, seconded by Member Ben Nutter; so voted: 5-0.

At 9:42AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; so voted: 65-0

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. Minutes of August 1,3,10, 31, October 12, 19, 26, November 1, 9, 16, 2016

*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.
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