

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
December 21, 2016**

Chairman Smith called the meeting to order at 8:03AM. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd, Ben Nutter, and ex-officio members Selectman Mark Lyons. Elizabeth Mulholland was absent. 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, Design Technique representative John Sayre-Scibona, and resident Dick Gandt.

MKA Design Development Update: Doug Manley reported that 75% of the construction documents would be completed today. Doug Manley reported that members of the structural engineers expressed an interest in performing more exploratory holes. John Sayre-Scibona reported that Consigli Construction would be submitting a change order in the amount of \$6,976; Donna Rich would ensure it was placed on the Board of Selectmen's January 9th agenda. Member Josh Rownd made a motion to recommend that the Board of Selectmen approve Change Order 1 for Consigli Construction Co in the amount of \$6,976, seconded by Member Ben Nutter; so voted: 4-0.

Relocation Status: Donna Rich reported on the progress at the leased space.

Window Restoration Project: Donna Rich was directed to locate a spot that the storm windows could be stored while the building is under construction.

Fund Raising Opportunities: Mark Lyons reported that the Topsfield Garden Club has pledged \$1,000 for landscaping and that an anonymous donor had pledged \$1,000 to be used for the conference room by the front door. The committee discussed the mechanism to which funds could be accepted. Members are reaching out to 501c3 town organizations to see if they would sponsor fund raising efforts for some identified items in the new Town Hall.

At 8:45AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; 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 amended 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.