

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Town Hall Conference Room
February 22, 2017**

Chairman Smith called the meeting to order at 8:08AM. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd, and 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 Selectman Boyd Jackson, John Sayre-Scibona, Design Technique.

Relocation Status: Donna Rich provided an update on the move to 461 Boston Street. She reported there were a few items outstanding, but for the most part Town Hall was operational as of February 21, 2017.

Window Restoration Project: Member Ben Nutter presented color samples from J&R Aluminum Products LLC. and offered to go to Town Hall to identify which color would work best. It was stated that once ordered and upon delivery they would be stored at the DPW site in a storage container until such time the building was ready for the installation of the storm windows.

Project Schedule: John Sayre-Scibona distributed and reviewed a preliminary schedule, dated 2/22/17. Mark Lyons reminded everyone that the school should be kept in the loop of the timing and how the school calendar might be impacted.

Fundraising: John Sayre-Scibona lead a discussion on fundraising ideas. It was agreed that a separate group of people should spearhead the fundraising activities. The group brainstormed on items that could be earmarked for funding from this source.

John Sayre-Scibona reported that McGinley Kalsow Associates Inc. had submitted a Change Order for the committee's consideration relative to the extra design efforts. Member Josh Rownd made a motion to recommend that the Board of Selectmen approve Change Order #5 to McGinley Kalsow Associates Inc. in a not to exceed amount of \$127,000, seconded by Member Ben Nutter; so voted: 4-0.

At 8:55AM Member Ben Nutter 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
2. Preliminary Schedule dated 2/22/17

Approved as amended at the May 17, 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.