

**Minutes of the  
Topsfield Town Hall Building Committee  
461 Boston Street-Town Hall Conference Room  
March 8, 2017**

Chairman Smith called the meeting to order at 8:15AM. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd and ex-officio member Selectman Mark Lyons. Elizabeth Mulholland and Ben Nutter were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included John Sayre-Scibona, Design Technique, McGinley Kalsow & Associates, Inc. representatives Doug Manley and Wendall Kalsow and resident Dick Gandt.

Fundraising: With no quorum present there was a brief discussion relative to fundraising. Wendall Kalsow agreed to put some of the 1873 floor plans on a board for future use.

Meeting Called to Order: 8:15AM

MKA Design Development Update: Doug Manley discussed the potential removal of a chimney from what will be the Board of Selectmen meeting room. The removal would add some much needed space. This particular chimney is not a difficult process and options were discussed. Guard rails on the front entrance were discussed. It was agreed that with rising the grade off the side of the building could change the need for a railing in this area. Different railing options were briefly discussed. The sprinkler system on the second floor landing was agreed to be concealed within the ceiling. Lighting options were distributed for review. It was a consensus to obtain more detail on the options presented. John Sayre-Scibona reported that the abatement portion of the project was going to the Central Register shortly.

Project Schedule: John Sayre-Scibona stated that construction documents would be available next Wednesday; Consigli Construction would have three weeks to re-estimate the project. The final sub-contractors documents were being developed. John Sayre-Scibona reviewed the benefits of utilizing the services of Projectdog for the collection and distribution of documents during the bidding of the sub-trade process.

At 9:22AM Member Gregor Smith 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. McGinley Kalsow & Associates, Inc. plans dated 3/2/17-Site Step & Wall Details, 3/3/17-East, West, South & North elevations, 2/28/17 first floor, 3/3/17 second floor, 12/21/16 fire protection second floor, 2/28/17 first floor RCP, packet of lighting options, plus a variety of interior pictures of Town Hall.

*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.