

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

Chairman Smith called the meeting to order at 9:06AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, and Josh Rownd and ex-officio members Boyd Jackson and Martha Morrison. Peter Bryson and Ben Nutter were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley, Eastern Bank Financial Advisor Laurie Lombard, Treasurer/Collector Barbara Michalowski, and resident Dick Gandt.

Overview of Available Financing Options: Chairman Smith introduced Eastern Bank Financial Advisor Laurie Lombard, Treasurer/Collector Barbara Michalowski. Laurie Lombard reviewed the Town's Debt Schedule and Barbara Michalowski distributed charts of the debt roll off schedule and tax rate impact schedule using an \$8 million price on the project. The charts were explained and reviewed. The Committee discussed refining of the data that will be used at Town Meeting as a marketing tool. The Committee was generally acceptance of the financial information as presented and believes that the project is financially responsible to bring to the citizens at this time. As the cost of the project becomes more refined those figures would be shared with Laurie Lombard and Barbara Michalowski and the figures would be adjusted to reflect.

Schematic Design Review: McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Refer to Doug Manley's meetings minutes #7. Other comments to add include: Martha Morrison requested that titles of office be changed to reflect current changes with Town Hall staffing and objects to five conference rooms. There was a general discussion relative to the number of conference rooms; furniture was requested to be added on the plans. Chairman Smith stated that one scheme design plan needs to be chosen and moved to the next step of obtaining a cost estimate. It was agreed that a joint meeting with the Board of Selectmen and Historical Commission be scheduled, potentially January 13th at 5PM to vote on which Schematic Design would move forward.

Mark Lyons reported that the "mylar" recordable plan developed by Donohoe Survey, Inc of the property surrounding Town Hall should not be recorded until and unless Kopelman & Paige, PC has reviewed the real estate component and they say it should be recorded. Mark Lyons stated that once the plans are recorded there are two neighbors who may have title issues.

At 11:07AM Member Josh Rownd made a motion to adjourn, seconded by Member Liz Mulholland; 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. Meeting Minutes #7 written by Doug Manley, McKinley Kalsow & Associates Inc
3. Financial Chart depicting Permanent Bond & Debt status from 2014-2034
4. Eastern Bank's Tax Rate Impact Schedule dated 1/6/16
5. Donohoe Survey, Inc letter dated 1/5/16, along with Site Plan dated 12/30/15 and Plan of Land dated 12/30/15

Approved as amended at the April 13, 2016 Town Hall Building Committee meeting.

<p>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.</p>
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