

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
January 27, 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, Josh Rownd, Peter Bryson and Ben Nutter and ex-officio members Boyd Jackson and Martha Morrison. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley, and resident Dick Gandt.

Schematic Design Review: McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Refer to Doug Manley's meetings minutes #8. Other comments to add include discussion of the presentation tentatively scheduled for March 31st and reviewing with members of who is taking charge of certain areas: Mark Lyons would work on the finance piece and Martha Morrison would work on a slide presentation. Boyd Jackson and Donna Rich are working on a schedule of attendance at various committee/commissions and boards.

At 10:37AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; so voted: 6-0.

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 #8 written by Doug Manley, McKinley Kalsow & Associates Inc
3. Rendering pictures of renovated Town Hall with addition
4. McGinley Kalsow & Associates Inc agenda dated 1/27/16
5. Conceptual Project Budget dated 1/27/16
6. DG Jones International Inc Draft Cost Estimate dated 1/26/16

Approved as amended at the April 13, 2016 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.