

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
February 3, 2016**

Chairman Smith called the meeting to order at 9:00AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd. Ex-officio member Town Administrator Kellie Hebert was present. Ex-officio members Boyd Jackson and Martha Morrison were absent. Community Development Coordinator Donna Rich was also present.

Public Forum on March 31, 2016: The committee briefly discussed the potential details of a Public Forum. Donna was directed to see if it could be scheduled for March 31st at the Proctor School cafeteria.

Marketing of the Project: The committee discussed the possibility of scheduling appointments with town boards/committees and commissioners to explain the Town Hall project. Donna was directed to contact them and to request being placed on their agendas. Members voiced their availability.

Flyer: Member Liz Mulholland updated the committee on cost details relative to a post card option of inviting the public to a March 31st public informational session.

Budget: Member Mark Lyons updated the committee on meetings that had occurred with the Town Administrator Kellie Hebert, Treasurer/Collector Barbara Michalowski and Financial Advisor Laurie Lombard. The committee discussed the financial impact of splitting the project between one or two Town Meetings. Next steps were reviewed and it was determined that Town Administrator Kellie Hebert would discuss the options with the Board of Selectmen and Mark Lyons would discuss the options with Finance Committee Chair Karen Dow. It was agreed that a final project number would be required for further deliberation and conclusion of how to proceed. Cost estimate would be reviewed with McGinley Kalsow & Associates at their next scheduled meeting.

Window Restoration Project: Chair Gregor Smith stated that the Window Abatement project had been posted to the Central Register.

At 10:20AM Member Peter Bryson made a motion to adjourn, seconded by Member Josh Rownd; 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. Picture of Town Hall with addition was presented

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.