

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
February 10, 2016**

Chairman Smith called the meeting to order at 9:01AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, Josh Rownd, Ben Nutter, and Peter Bryson. Ex-officio member Town Administrator Kellie Hebert was in attendance. Ex-officio members Boyd Jackson and Martha Morrison were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting including 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 #9.

Window Restoration Project Update: Chairman Gregor Smith provided an update on the bid process.

At 10:09AM 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. Meeting Minutes #9 written by Doug Manley, McKinley Kalsow & Associates Inc
3. Rendering pictures of renovated Town Hall with addition

*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.