

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
January 13, 2016**

Chairman Smith called the meeting to order at 9:00AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, and Josh Rownd and ex-officio member Boyd Jackson. Peter Bryson and Ben Nutter were absent. Community Development Coordinator Donna Rich was also present. Other person present during all or part of the meeting was resident Dick Gandt.

Chairman Smith noted that no revised plans were available to date. Boyd Jackson reached out to the Park & Cemetery and they reported no issues with the proposed potential movement of the ball field. Mark Lyons reported the School Committee did not present any issues with the proposed potential plans encroaching toward Proctor School.

Budget: Chairman Smith distributed a document entitled Conceptual Project Budget, dated 1/4/16 and reviewed with the committee members. There was a discussion relative to temporary office space during construction, trailers were conceptually explained. Mark Lyons reported that at a meeting with the Finance Committee the renovation project was received enthusiastically, at this point.

Joint Meeting with BOS & Historical Commission: Chairman Smith explained the process that would be followed at the 5PM meeting at the Library.

Marketing Program: Chairman Smith stated that once a plan has been decided the Committee should plan on visiting with Department Heads and Committees, Boards and Commissions. Boyd Jackson and Donna Rich would work on the schedule. It was discussed having an Open House/Public Information Meeting, possibly at the Proctor School Cafeteria which would include a PowerPoint presentation, March time frame was briefly discussed.

Window Restoration Project: Chairman Smith reported that Richard Smith and Bill Finch have completed the specifications for the restoration part. Environmental Health & Engineering is developing the abatement specifications, separate from the restoration project. There was discussion relative to storm windows and the efficiency they might or not provide. Donna Rich mentioned that the Massachusetts Historical Preservation signage had been installed in the front of Town Hall recently.

At 9:50AM Member Mark Lyons 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. Conceptual Project Budget, dated 1/4/16

Approved as written at the March 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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