

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
February 18, 2016**

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

Marketing of the Project: Boyd Jackson reported that the Board of Selectmen met and discussed the possibility of splitting the project between two Town Meetings, and the Board was not in favor of that. The committee discussed the potential budget of the project and agreed that a conversation with McGinley Kalsow & Associates regarding the costs should be discussed at the next meeting.

Window Restoration Project: Chair Gregor Smith stated that the Window Restoration Project walk through was held on February 11, 2016.

At 10:10AM Member Ben Nutter made a motion to adjourn, seconded by Member Mark Lyons; 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

Approved as written 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.