

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
February 24, 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. Ben Nutter and Peter Bryson were absent. Ex-officio members Town Administrator Kellie Hebert, 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 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 #10. Major item of discussion was the estimated cost proposal and after reviewing that line by line the committee was confident the cost could be reduced to below \$10-million.

At 10:00AM Member Liz Mulholland made a motion to adjourn, seconded by Member Josh Rownd; 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. Meeting Minutes #10 written by Doug Manley, McKinley Kalsow & Associates Inc
3. List of a suggested items outlined for the public forum
4. Letter dated 2/18/16 from Massachusetts Historical Commission, Paul Holtz
5. Conceptual Project Budget prepared by Gregor Smith dated 2/24/16

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.