

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
March 2, 2016**

Chairman Smith called the meeting to order at 9:03AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Peter Bryson, Elizabeth Mulholland, and Josh Rownd. Member Ben Nutter was absent. Ex-officio members Selectmen Boyd Jackson and Martha Morrison were also present. Ex-officio members Town Administrator Kellie Hebert was absent. Board of Selectmen Executive Assistant Susan Sordello was also present.

Project Budget Discussion: Chairman Gregor Smith distributed a revised Conceptual Project Budget. The committee had a brief discussion relative to the cost and the timing of the Annual Town Meeting Warrant. Member Mark Lyons made a motion to recommend to the Board of Selectmen that the entire project budget be placed on the 2016 Annual Town Meeting Warrant and that the cost not exceed \$9.8 million, seconded by Member Liz Mulholland; so voted: 5-0. Member Mark Lyons discussed the various budget scenarios supporting the funding of the \$9.8 million.

Marketing of Project – Martha Morrison reported that the power-point presentation for the March 31st informational event was in process, presently at 30 slides. Member Liz Mulholland reported that the invitation post cards would be available shortly for distribution. Member Josh Rownd made a motion to move forward with the postcard for the March 31st informational event, seconded by Member Peter Bryson; so voted: 5-0.

Land Easement with School: Member Mark Lyons provided an update on the easement of school land.

At 10:06AM Member Liz Mulholland made a motion to adjourn, seconded by Member Josh Rownd; so voted: 5-0.

Respectfully submitted from Executive Assistant Susan Sordello's notes,

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 prepared by Gregor Smith dated 3/2/16

Approved as written at the May 11, 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.