

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
March 16, 2016**

Chairman Smith called the meeting to order at 9:03AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd. Peter Bryson was absent. Ex-officio members Town Administrator Kellie Hebert and Selectman Boyd Jackson were also present. Ex-officio member Selectman Martha Morrison was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included resident Dick Gandt

Marketing of Project for the March 31<sup>st</sup> Presentation –Member Liz Mulholland reported that the post cards were distributed via mail and posters were placed in establishments throughout the town. Chairman Gregor Smith reported that the Tri-Town Transcript would be publishing articles on the Town Hall renovation project. Member Mark Lyons reported on a Finance Committee meeting that several members attended. Member Josh Rownd reported on the progress of the slide presentation. Chairman Gregor Smith reviewed the “speaking” order and topics each member would cover: Gregor would do the introduction, Ben would address the needs portion, Josh would cover the solution and Mark would address the cost, with some Finance Committee members present.

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

Historic Window Restoration Project: Chairman Gregor Smith updated the Committee on the progress to date.

Minutes:

Member Josh Rownd made a motion to approve the Minutes of January 7<sup>th</sup>, 13<sup>th</sup> at 9AM & 5PM, seconded by Member Mark Lyons; so voted: 5-0.

Member Josh Rownd made a motion to approve the Minutes of January 20<sup>th</sup> as amended, seconded by Member Mark Lyons; so voted: 5-0.

Member Josh Rownd made a motion to approve the Minutes of January 27<sup>th</sup>, seconded by Member Mark Lyons; so voted: 4-0-1, Member Ben Nutter abstained.

At 10:25AM Member Liz Mulholland made a motion to adjourn, seconded by Member Josh Rownd; so voted: 5-0.

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:

Minutes of 03/16/16

Page 1 of 2

1. Agenda

*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.