

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
March 23, 2016**

Chairman Smith called the meeting to order at 9:04AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Ben Nutter and Josh Rownd and ex-officio member Selectman Boyd Jackson. Members Elizabeth Mulholland and Peter Bryson were absent. Ex-officio members Town Administrator Kellie Hebert and Selectman Martha Morrison were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley.

School Land Easement: Member Mark Lyons provided an update on the Annual Town Meeting Article Twenty-Fifth related to the transfer of school land to the Board of Selectmen for general municipal purposes. Donohoe Survey Inc would continue to finalize the actual plan for proposed approval by the School Committee.

Chairman Smith turned the meeting over to McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Refer to Doug Manley's meetings minutes # 12.

Town Hall Windows Restoration Project: Chairman Smith provided an update that project stating the bid opening would be April 6th.

At 10:04AM Member Ben Nutter made a motion to adjourn, seconded by Member Rosh 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. McGinley Kalsow & Associates, Inc meetings minutes # 12.

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.