

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
March 30, 2016**

Chairman Smith called the meeting to order at 9:05AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland (arrived at 9:26), Ben Nutter and Josh Rownd and ex-officio member Selectman Boyd Jackson. Peter Bryson was absent. Ex-officio 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 Roberta Knight and resident Dick Gandt.

Minutes: Member Josh Rownd made a motion to approve the Minutes of December 2nd as written, seconded by Member Ben Nutter; so voted: 4-0.

Member Josh Rownd made a motion to approve the Minutes of December 9th as amended, seconded by Member Ben Nutter; so voted: 4-0.

March 31st Presentation Preparation Review: There was a final discussion and review for the informational event scheduled at Proctor Cafeteria on March 31st.

Historic Window Restoration Project Update: Chairman Gregor Smith reported that the walk-through was March 29th and the bid opening would be April 6th. Massachusetts Historic Tracie Fortier has been informed of the change in the project. There was a discussion relative to storm windows as a part of the project. Donna Rich was asked to obtain a report on the available funding for the project.

At 9:44AM Member Ben Nutter 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:

1. Agenda
2. Minutes of December 2nd & 9th

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.