

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
April 13, 2016**

Chairman Smith called the meeting to order at 9:03AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Mark Lyons, Elizabeth Mulholland, Ben Nutter and ex-officio member Boyd Jackson and Kellie Hebert. Josh Rownd was absent. Board of Selectmen Executive Assistant Susan Sordello was also present. Other persons present during all or part of the meeting were Moderator Steve Whelan and resident Dick Gandt.

Historic Windows Restoration Project: Chairman Gregor Smith reported on the selection process that was followed for the Historic Window Restoration Project. Member Liz Mulholland made a motion to recommend that the Board of Selectmen award the contract for the Historic Windows Restoration to Homer Contracting, Inc of Arlington, MA in the amount of \$164,400, seconded by Member Peter Bryson; so voted: 5-0.

Easement of Town Land: Moderator Steve Whelan questioned what would occur to Article Twenty-Fifth, Transfer of Custody and Purpose for Portion of Abutting Land, if the Town Hall Project was defeated at Town Meeting and the Polls. The Committee determined that the land would go back to its original status.

Annual Town Meeting: There was a discussion relative to what facts should be relayed during a presentation of the Project at Town Meeting. It was noted that the Committee could speak at the beginning of the meeting, under Reports, using electronics, such as a PowerPoint presentation and then again if needed during discussion at the time of the Article. Also stated was that Karen Dow, Chairman of the Finance Committee, would speak to the financials of the Project during her recommendation of the Article.

At 9:50AM the Committee recessed, reconvened at 9:57AM.

Minutes:

Member Mark Lyons made a motion to approve the minutes of December 16, 2015 as amended, seconded by Member Liz Mulholland; so voted: 5-0.

Member Mark Lyons made a motion to approve the minutes of January 7, 2016 as amended, seconded by Member Liz Mulholland; so voted: 4-0. Member Peter Bryson abstained.

Member Mark Lyons made a motion to approve the minutes of January 13(9AM), 2016, seconded by Member Liz Mulholland; so voted: 3-0. Members Peter Bryson and Ben Nutter abstained.

Member Mark Lyons made a motion to approve the minutes of January 13(5PM), 2016, seconded by Member Liz Mulholland; so voted: 3-0. Members Peter Bryson and Ben Nutter abstained.

Member Mark Lyons made a motion to approve the minutes of January 20, 2016, seconded by Member Liz Mulholland; so voted: 4-0. Member Ben Nutter abstained.

Member Mark Lyons made a motion to approve the minutes of January 27, 2016 as amended, seconded by Member Liz Mulholland; so voted: 5-0.

Member Mark Lyons made a motion to approve the minutes of February 3, 2016 as amended, seconded by Member Liz Mulholland; so voted: 5-0.

Member Mark Lyons made a motion to approve the minutes of February 10, 2016 as amended, seconded by Member Ben Nutter; so voted: 5-0.

Member Mark Lyons made a motion to approve the minutes of February 18, 2016, seconded by Member Ben Nutter; so voted: 3-0. Members Peter Bryson and Liz Mulholland abstained.

Member Liz Mulholland made a motion to approve the minutes of February 24, 2016, seconded by Member Mark Lyons; so voted: 3-0. Members Peter Bryson and Ben Nutter abstained.

At 10:11 Member Liz Mulholland made a motion to adjourn, seconded by Member Mark Lyons; 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 16, 2015, January 7<sup>th</sup>, 13<sup>th</sup> (9AM), 13<sup>th</sup> (5PM), 20<sup>th</sup>, & 27<sup>th</sup>, February 3<sup>rd</sup>, 10<sup>th</sup>, 18<sup>th</sup> & 24<sup>th</sup>.
3. Donna Rich's Memorandum regarding Available Funding
4. Donna Rich's Memorandum to the Board of Selectmen relative to awarding Homer Contracting the Town Hall Historic Windows Restoration project.

*Approved as written at the June 8, 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.