

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

Chairman Smith called the meeting to order at 5:01PM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio member Selectman Boyd Jackson. Community Development Coordinator Donna Rich was also present.

Review of Presentation for the 2016 Annual Town Meeting: The Committee rehearsed the PowerPoint presentation that would be delivered by Gregor Smith, Ben Nutter and Josh Rownd during Article First, Reports, of the Annual Town Meeting.

At 6:20PM Member Peter Bryson made a motion to adjourn, seconded by Member Josh Rownd; so voted: 6-0.

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. Property Record Card for Town Hall

*Approved as written at the June 15, 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.