

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
May 25, 2016**

Chairman Smith called the meeting to order at 9:03AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio member Selectman Mark Lyons. 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, Council on Aging Board members Penny Rogers and Bill Quinn, Maggie Block Masconomet Senior, Selectman Boyd Jackson and resident Dick Gandt.

Mark Lyons reported that after consulting with Town Counsel it was decided that Mark would hold an ex-officio position on the committee. Selectmen Jackson and Morrison would submit their letters of resignation.

Town Hall Project: Chairman Smith turned it over to McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Refer to Doug Manley's meetings minutes # 14. Council on Aging Board members Penny Rogers and Bill Quinn provided input into the revision of moving the Council on Aging to the ground floor. Member Peter Bryson suggested the men's bathrooms be relocated to save on plumbing costs.

At 10:26AM 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. McGinley Kalsow & Associates, Inc floor plans dated 5/25/16, COA on 2nd floor and COA on ground floor.

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.
