

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
June 8, 2016**

Chairman Smith called the meeting to order at 8:14AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Member Josh Rownd was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included residents Dick Gandt, Barbara Booth and Selectman Boyd Jackson.

TH Preservation, Renovation and Expansion Project: The schedule for Town Hall Departments to meet with the architects was distributed. There was a discussion relative to the Committee holding a Public Forum to provide an update of the project to the citizens.

Window Restoration Project: Chairman Gregor Smith provided an update on the progress of the windows. In addition, there was an update regarding the Massachusetts Historic Commission Grant funding and the timing of work completed and invoiced to receive the reimbursable funds.

Minutes: Member Liz Mulholland made a motion to approve the amended minutes of April 6<sup>th</sup>, and as written minutes of April 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>, seconded by Member Ben Nutter; so voted 4-0.

At 8:50AM Member Ben Nutter made a motion to adjourn, seconded by Member Liz Mulholland; 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. Minutes of April 6, 13, 20 and 27, 2016
3. Departments schedule

*Approved as amended at the July 22, 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
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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.