

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
June 15, 2016**

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

TH Historic Preservation, Renovation and Expansion Project: Chairman Smith opened the meeting and turned it over to McGinley Kalsow & Associates, Inc representatives Wendall Kalsow and Doug Manley. Refer to Doug Manley's meeting minutes # 16.

Member Josh Rownd made a motion to accept and recommend the Board of Selectmen approve McGinley Kalsow & Associates Inc Amendment #2 dated June 6, 2016, seconded by Member Liz Mulholland; so voted: 3-0.

Window Restoration Project: Chairman Smith provided an update from the Massachusetts Historic Commission liaison, Tracey Fortier, regarding the grant funding.

Land Survey: Donna Rich provided an update recently obtained by Town Counsel, Lee Smith.

Minutes: Member Josh Rownd made a motion to approve the Minutes of May 2, 11, 18 and 25, 2016 as written, seconded by Member Liz Mulholland; so voted: 3-0.

At 9:21AM Member Josh Rownd made a motion to adjourn, seconded by Member Liz Mulholland; so voted: 3-0.

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 May 2, 11, 18 and 25, 2016
3. McGinley Kalsow & Associates, Inc Amendment #2, dated 6/6/16
4. Email from Tracey Fortier, MHC, dated 6/13/16

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 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.