

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
June 22, 2016**

Chairman Smith called the meeting to order at 8:05AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd, Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Member Elizabeth Mulholland was 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, Council on Aging Board Vice Chairman Bill Quinn, resident 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 # 17.

Window Restoration Project: Chairman Smith reported that Massachusetts Historic Commission had awarded an additional \$20,000 for the project. Chairman Smith reported that the final details were being developed with Adams & Smith, Richard Smith, for the specifications regarding the operable storm windows.

At 9:15AM Member Josh Rownd made a motion to adjourn, seconded by Member Ben Nutter; 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. Central Register submission sheet for the Project Manager to publish 6/22/16

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.
