

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
July 20, 2016**

Chairman Smith called the meeting to order at 8:01AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Josh Rownd, and Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. 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, Selectman Boyd Jackson, Council on Aging Director Paula Burke, residents Dick Gandt and Steve Hall.

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. Steve Hall provided his professional opinion on the auditorium drawings and led a discussion relative to lighting options. The balcony seating area was discussed and consensus was to proceed with the use of the space as seating. Exterior details were discussed, brick foundation, roof line and back entrance. Selectman Jackson commented that in his opinion the Council on Aging should be located on the second floor and the land use offices should be on the ground floor for a more logical work flow and area space usage. Other Committee members voiced their agreement.

Window Restoration Project: Community Development Coordinator Donna Rich provided an update on the windows installation and painting activity taking place at Town Hall.

At 9:52AM Member Liz Mulholland made a motion to adjourn, seconded by Member Ben Nutter; so voted: 5-0.

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

Minutes of this meeting were also prepared by Doug Manley, McGinley Kalsow & Associates.

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: June 1, 8, 15, 22, 29, 2016
3. Drawing dated 7/20/16: West Elevation Scheme 1 & 2

Approved as amended at the August 31, 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.