

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
January 25, 2017**

Chairman Smith called the meeting to order at 8:04AM. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Josh Rownd, and Ben Nutter, and ex-officio members Selectman Mark Lyons. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included John Sayre-Scibona, Design Technique Selectmen Boyd Jackson.

FSB-Qualification Process: John Sayre-Scibona updated the committee on the bids and reported that there was a good coverage over the trades.

Relocation Status: John Sayre-Scibona distributed a matrix displaying the moving companies that had been identified off the State bid list. Wakefield Moving displays the lowest bid. Josh Rownd made a motion to engage a conversation with Wakefield Moving regarding the moving of the contents of Town Hall to 461 Boston Street and back to 8 West Common Street, seconded by Peter Bryson; so voted: 5-0.

Window Restoration Project: There was a discussion on the color of the sash (red) and frame (gray) and the up cost for the specific colors.

Fundraising: The committee discussed possible fundraising items (list distributed) and local events that could be targeted to “get the word out”. Local corporations were also reviewed as requesting potential support. The committee further discussed the process to move forward with this effort.

Zoning Board of Appeals: Chairman Gregor Smith reported that the Zoning Board of Appeals approved the parking plan and issued a special permit for the Town Hall project.

At 9:16AM Member Josh Rownd made a motion to adjourn, seconded by Member Peter Bryson; 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. TH Moving Matrix dated 1/24/17
3. Topsfield Town Hall Possible Fundraising Items

Approved as written at the June 22, 2017 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.