

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
February 1, 2017**

Chairman Smith called the meeting to order at 8:06AM. Committee members present were Gregor Smith, Josh Rownd, and Ben Nutter, and ex-officio members Selectman Mark Lyons. Elizabeth Mulholland and Peter Bryson were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Selectman Boyd Jackson, John Sayre-Scibona, Design Technique and resident Dick Gandt.

MKA Design Development Update: John Sayre-Scibona reported positively that McGinley Kalsow Architects would be completing the designs shortly. Another round on the reconciliation would be next week.

Relocation Status: John Sayre-Scibona reported that Wakefield Moving would be coming to Town Hall later today for a walk-through and discussion on the move.

Window Restoration Project: John Sayre-Scibona reported that color samples would be mailed to Donna Rich. An email was distributed displaying the price quote for the color. Donna Rich reported that the storms could be stored at the DPW site in a pod that is not being utilized.

Fundraising: John Sayre-Scibona distributed a matrix for review of the committee. Josh Rownd stated that a booth had been secured for the “Grow Spring” expo to be held on March 18<sup>th</sup> at the Congregational Church. Logistics for the event was discussed. The group discussed possible conduits for the receipt of funds, those in town that were 501c3. Gregor Smith offered to develop a brochure that could be handed out to citizens to express the fundraising effort.

At 8:41AM Member Ben Nutter made a motion to adjourn, seconded by Member Josh Rownd; 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. Email dated January 31 from J&R Aluminum.
3. Fundraising Matrix dated 1/31/17

*Approved as amended 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.