

**Minutes of the
Topsfield Town Hall Building Committee
1 South Main Street, Town Library Meeting Room
February 15, 2017**

Chairman Smith called the meeting to order at 8:08AM. Committee members present were Gregor Smith, Peter Bryson, Josh Rownd, Elizabeth Mulholland and Ben Nutter, and 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 Selectman Boyd Jackson, Lee Sollenberger, Design Technique, McGinley Kalsow & Associates, Inc. representatives Doug Manley and Wendall Kalsow and resident Dick Gandt.

Design Development Update: Chairman Gregor Smith reported that due to the cost estimates submitted December 20, 2016 McGinley Kalsow & Associates, Inc. has redesigned the project. Wendall Kalsow explained that through a joint effort with Consigli Construction Co the plans presented were developed. A list of alternate/changes was distributed, dated 2/15/17 and the committee reviewed the merit of the items listed. The committee recognized the valent effort made by McGinley Kalsow & Associates, Inc. to ensure that the project would move forward.

Relocation Status: Donna Rich noted that today was moving day for Town Hall to 461 Boston Street. Next meeting would be at the temporary, new location.

Fundraising: Chairman Gregor Smith reviewed a draft idea of a brochure which would assist financially with some items that are not funded any longer. It was noted that the “Grow Spring” expo event to be held on March 18th at the Congregational Church would be a good place to set up a table to inform residents of the project.

At 9:15AM Member Gregor Smith made a motion to adjourn, seconded by Member Josh Rownd; 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. MKA Design Review Agenda dated 2/15/17, revised plans, list of alternate/changes dated 2/15/17

Approved as written at the May 17, 2017 Town Hall Building Committee meeting.

Minutes of 2/15/17

Page 1 of 2

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.