

**Minutes of the
Topsfield Town Hall Building Committee
461 Boston Street-Conference Room
June 7, 2017**

Ben Nutter called the meeting to order at 7:21PM. Committee members present were Ben Nutter, Elizabeth Mulholland, Josh Rownd, ex-officio member Selectman Mark Lyons. Gregor Smith and Peter Bryson were absent. 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 and Dick Gandt residents Heidi Fox, Al Wallace, Dick Cullinan, Moderator Steve Whelan, Finance Committee Chairman Karen Dow, Council on Aging Director Paula Burke, Co-Chairmen for Council on Aging William Quinn and Penny Rogers.

Presentation Review for June 13, 2017 – Public Forum: Moderator Steve Whelan informed the group that he would allow a 7 minute presentation from the THBC and the sponsor of the Citizen Petition, and then there would be discussion with a vote all within the first hour of the Special Town Meeting scheduled for June 20. Steve Whelan requested to view the presentation prior to the STM to ensure that it is within the scope of the petition. Josh Rownd focused the group to review the slide presentation for the Public Forum to be held on June 13th. Those present reviewed the draft slide presentation and offered constructive ideas and changes. The presentation would utilize slides from last year, depicting why the Town Hall required renovation. The next portion would focus on an update of how far the project has progressed to date. The presentation would reference financial estimates if the project were to be re-scoped, as the petition reflects.

At 9:08PM Member Liz Mulholland 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

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.