

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

Chairman Smith called the meeting to order at 9:06AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, Peter Bryson, and Josh Rownd. Ben Nutter was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting was resident Dick Gandt.

Chairman Smith reported that the architects would not be in attendance today, more time is required for the cost estimate.

Chairman distributed a list of Comments Questions and Concerns re. Plan C dated 1/15/16 authored by Selectman Steve Lais. There was a brief discussion regarding some of the items listed. Chairman Smith volunteered to draft a response to Selectman Lais.

Renovations and Addition Budget Summary: Preliminary cost estimate was distributed and briefly discussed. It was agreed that McGinley Kalsow & Associates would be prepared to present the budget as presented.

Marketing of Project: Donna Rich was charged with contacting the school for availability on March 31st to hold the Information Meeting with citizens. Communication of the event to the residents was discussed and it was suggested that the architects could assist in the design and the committee would be responsible for the message. Member Liz Mulholland volunteered to spearhead this project using a post card approach with flyers to be displayed at downtown merchants.

Town Land: Member Mark Lyons commented that next steps to the Donohoe Survey Inc should be explored with Kopelman & Paige PC. Donna Rich was asked to enable that conversation to begin; Mark Lyons offered to speak directly with the appropriate attorney.

At 10:04 Member Josh Rownd made a motion to adjourn, seconded by Member Mark Lyons; 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. Steve Lais's Comments Questions and Concerns re. Plan C dated 1/15/16
3. Document Renovations and Addition, Concept Cost Estimate Summary dated 1/20/16 from D G Jones International Inc

Minutes of 01/20/16

Page 1 of 2

4. Schematic C distributed to Department Heads

Approved as written at the April 13, 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.