

**Minutes of the
Topsfield Town Hall Building Committee
8 West Common Street
Conference Room
December 15, 2021**

Chairman Gregor Smith called the meeting to order at 8:05AM at the Town Hall. Committee members present were Chair, Gregor Smith, Elizabeth Mulholland, Peter Bryson and Josh Rownd (left at 8:30am). Ben Nutter was absent. Community Development Coordinator Donna Rich was also present.

Recognition Plaques: Donna Rich reported that the vendor is backed up, therefore no further information is available at this time.

Review of Landscape Design-Generator Placement: The committee further looked at the placement of the generator and again agreed with the placement in the ornamental grass area. Gregor Smith shared designs from Naomi Cottrell. The committee agreed that it was a too comprehensive of a plan for what is required. The request will be to reduce the scope of work and cost associated with that.

Minutes: Peter Bryson made a motion to approve the minutes as amended for November 17, 2021, seconded by Liz Mulholland; so voted 3-0

At 8:48 AM Peter Bryson made a motion to adjourn, seconded by Liz Mulholland; 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. Minutes of November 17, 2021

Approved as written at the March 9, 2022 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.