

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall
February 5, 2020**

Chairman Smith called the meeting to order at 7:32pm.

Board members present: Chairman Gregor Smith, Ben Nutter, and Josh Rownd. Elizabeth Mulholland and Peter Bryson were absent.

Community Development Coordinator: Donna Rich was also present.

Visitors: Friends of the Town Hall member Al Wallace.

Town Hall Update:

Front Door Replacement Update: Donna Rich reported that the front door had been in installed and the cost came in \$3,800 over the quote. There was \$1,000 that was put in the budget as contingency and was used toward the door, in addition a Warrant Article for Town Building Repairs was utilized for the remaining \$2,800. The committee discussed the top arch and glass. It was advised to obtain a quote for the repairs to this area.

Project Budget Final Update: Donna Rich reported that the remaining balance of \$43,564.63 for the project has been expended, in its entirety.

Recognition Plaques Update: The plaques for the commissioned Meg Black painting and the Gilbert Steward plaque size were reviewed. It was decided that the size should be 8 ½ X 5 ½ inches. Placement was discussed.

Recognition Bench Update: Donna Rich reported that Norm Isler, Historical Society, had purchased the bench in memory of Mark Lyons. There will be a plaque on the bench. The placement would be beside Joel Ulchenick's memorial bench, in front of Town Hall.

Door to Roof Update: Donna Rich explained that Consigli Construction had placed weather stripping on the door that leads to the roof, which was allowing water to come into the building.

Meeting Schedule: The members agreed to the schedule as presented.

Minutes: Ben Nutter made a motion to approve the minutes of November 6, 2019; seconded by Josh Rownd, so voted: 3-0.

Friends of The Town Hall: Al Wallace distributed a quote for a stage curtain. The members discussed bringing in an advisor, Steve Hall, to assist with a decision on this item. Josh Rownd volunteered to discuss the opportunity with Steve Hall.

The members discussed identifying a list of items the Friends could raise money for:

- 1) Theatrical Stage Curtain for the Public Hall
- 2) Seating for the mezzanine area
- 3) Picture rail for area around Town Hall, hallways, conference rooms, etc.

At 8:47pm Ben Nutter made a motion to adjourn, seconded by 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. Draft of the 2020 Meeting Schedule
3. Quote for stage curtain dated 11/7/19
4. Minutes of November 6, 2019

Approved as written at the September 22, 2021 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.
