

**Minutes of the
Topsfield Town Hall Building Committee
8 West Common Street
Conference Room
September 22, 2021**

Chairman Smith called the meeting to order at 9:22AM at the Town Hall. Committee members present were Chair, Gregor Smith, Elizabeth Mulholland and Josh Rownd. Peter Bryson and Ben Nutter were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Town Administrator Kevin Harutunian.

Recognition Plaques: The members reviewed the donor plaques for Gilbert Steward and the Meg Black commissioned painting entitled Autumn. It was decided to move forward with an 8 ½ X 5-inch size. It was determined that a donor plaque should be provided for the donation from Martha Morrison. Liz Mulholland agreed to contact Ms. Morrison to review the appropriate language for the plaque. Donna Rich was directed to contact the vendor for availability of the plaques and cost in the size requested, along with the addition of the Morrison/Uchenick donation plaque. The Members agreed that donations received in an amount over \$25,000 would be recognized by a plaque.

Town Administrator Kevin Harutunian reported on the way-finding signage project and signage for the Town Hall office hours to be located on the outside of the building. The Members agreed with the concept and suggested the vendor who was used for the interior hallway signs be contacted. Donna Rich would follow up on that.

Minutes: Member Josh Rownd made a motion to approve the minutes as written for February 5, 2020, seconded by Member Gregor Smith; so voted 3-0

At 10:29AM Member Josh Rownd made a motion to adjourn, seconded by Member Gregor Smith; 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 February 5, 2020
3. Donor Plaques for G.Steward and Meg Black painting

Approved as written at the October 20, 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.