

**Minutes of the  
Topsfield Town Hall Building Committee  
8 West Common Street  
Conference Room  
October 20, 2021**

Community Development Coordinator Donna Rich called the meeting to order at 8:06AM at the Town Hall. Committee members present were Josh Rownd, Peter Bryson and Ben Nutter. Chair, Gregor Smith, Elizabeth Mulholland were absent. Community Development Coordinator Donna Rich was also present.

Recognition Plaques: The members reviewed the revised donor plaques for Gilbert Steward the Meg Black commissioned painting entitled Autumn and Morrison-Uchenick Family. It was agreed that Autumn lettering should be the same font as is throughout the plaque and for the year to change in the Morrison-Uchenick from 2021 to 2018. The size of 6 ½ X 9 inches with them all the same shape was agreed. Donna Rich would relay the information to the vendor.

Post Occupancy Evaluation: Josh Rownd explained that he found some templates on line and would draft a document for the Committee to review.

Minutes: Josh Rownd made a motion to approve the minutes as written for September 22, 2021, seconded by Peter Bryson; so voted 3-0

At 8:23AM Josh Rownd made a motion to adjourn, seconded by Ben Nutter; 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 September 22, 2021
3. Donor Plaques for G.Steward, Meg Black painting and Morrison-Uchenick.

*Approved as written at the November 17, 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.