

**Minutes of the  
Topsfield Town Hall Building Committee  
8 West Common Street  
Conference Room  
November 17, 2021**

Chairman Gregor Smith called the meeting to order at 8:03AM at the Town Hall. Committee members present were Chair, Gregor Smith, Elizabeth Mulholland, Peter Bryson and Ben Nutter. Josh Rownd was absent. Community Development Coordinator Donna Rich was also present.

Visitors: Select Board member Dick Gandt.

Recognition Plaques: The members reviewed the revised donor plaques for Gilbert Steward, the Meg Black commissioned painting entitled Autumn and Morrison-Uchenick Family. Peter Bryson made a motion to approve the 3 plaques as presented with the Autumn lettering the same font as is throughout the plaque and for the size to half of an 8"x11" sheet of paper, seconded by Ben Nutter; so voted: 4-0.

Review of Landscape Design-Generator placement & Patio: Gregor Smith will contact Naomi Cottrell, Crowley Cottrell, for a landscape plan that would contain screening for generator and a potential patio area. The location for the proposed generator was discussed. Peter Bryson made a motion to approve the location of the generator on the south side and placed in the oriental grass, toward the transition glassed area, seconded by Ben Nutter; so voted: 4-0.

Minutes: Ben Nutter made a motion to approve the minutes as written for October 20, 2021, seconded by Peter Bryson; so voted 4-0

At 8:46 AM Peter Bryson made a motion to adjourn, seconded by Ben Nutter; so voted: 4-0

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 October 20, 2021
3. Donor Plaques for G.Steward, Meg Black painting and Morrison-Uchenick.

*Approved as written at the 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.