

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall
August 7, 2019**

Chairman Smith called the meeting to order at 7:33pm.

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

Community Development Coordinator: Donna Rich was also present.

Visitors: Selectmen Boyd Jackson and Dick Gandt, Friends of the Town Hall members Al Wallace, Janet Brown, Bill Quinn and Nancy Luther.

Town Hall Project Update:

Budget: Donna Rich reported that there remains a balance of \$43,564.63 in the Town Hall Project, as reported by the Town Accountant on 7/9/19. Further explained was that because the project was funded by borrowing the balance needs to be depleted by the end of September. The fence, which cost \$2,450, placed by the detention pond would be funded from this account, along with other items identified by the Committee.

Front Door Replacement:

Ben Nutter explained that the original front door was 2 doors and showed sketches that confirm that, along with renderings of what could be done to bring that back. Next steps required for this project would include a scope of work that would be drawn by Ben's architectural firm and then sent to three contractors for quotes.

Acoustics in Public Hall:

Chairman Gregor Smith explained 2 quotes had been obtained, one for \$20,490 and the other \$35,570, both utilizing fabric panels. Another option reviewed would be painted panels, which was noted to be considerably cheaper. Fabric panels would be 1-inch in thickness, attached to the wall with brackets and would be located between each window, starting at the top edge and also to be located on the side walls. The installation of a stage curtain would also provide substantial improvement, along with the panels. Next steps would be to review the fabric options.

Tree Planting Initiative: Ben Nutter reported that the 5 trees had been tagged and ordered through Millican Nurseries, LLC, of Chichester NH and would be arriving on Tuesday, August 27th. Ben has scheduled local resources to remove the trees off the truck, dig the holes for the tree and an installer to be on site to ensure they are placed correctly in the ground. Funding for the trees would be through donations obtained by the Friends of Topsfield Town Hall, held by the Town.

Recognition Plaque: Liz Mulholland led the discussion relative to the draft presented for the Recognition of participants that assisted in the Town Hall Project. The Committee offered

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revisions and requested a quote be obtained. The Donor Plaque would move forward with names of those that contributed to the project financially.

Discussion: Friends of Topsfield Town Hall:

Al Wallace reported that there was \$3,800 held by the Friends for use at the Town Hall. In addition, commemorative mugs displaying the Topsfield logo would be on sale this fall at Francie's Boutique with proceeds to benefit the Friends of the Town Hall. Al stated that they would be filing for the Institution for Savings Grant, that has a deadline of November 1st. Bill Quinn reported that they would be approaching the Topsfield Fair Manager, Jamie O'Brien and that some of the items in the Public Hall might be of interest to them, such as the stage curtain, stage lighting and / or a sound system, however, prices would need to be provided. There was a discussion of other items that remain on a "wish list" such as a smart TV for the small conference room, another smart TV for the Board of Selectmen meeting room, a picture hanging rail, to name a few.

Josh Rownd expressed an interest of having a memorial bench for Mark Lyons, who had just passed away, placed next to Joel Uchenick's bench located in the front of the Town Hall. Donna Rich was requested to explore how to obtain a matching bench. Janet Brown noted that Joel's was purchased with Recycling Grant funds and purchased by the Main Street Foundation.

Minutes:

Josh Rownd made a motion to approve the minutes of May 1, 2019 as written, seconded by Ben Nutter; so voted: 5-0.

At 9:18pm Ben Nutter made a motion to adjourn, seconded by Peter Bryson; so voted: 5-0.

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. Millican Nurseries LLC Sales Order
3. Munis report dated 7/11/19 displaying donations received
4. Quotes from New England Interior Specialties, Inc. dated 8/6/19 and M.L. McDonald Sales Company, LLC dated 7/18/19
5. Draft of Recognition Plaque
6. Sketches of the East Entrance dated 8/6/29

Approved as written at the September 4, 2019 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.