

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall
March 6, 2019**

Chairman Smith called the meeting to order at 7:33pm at the Town Hall. Committee members present were Gregor Smith, Ben Nutter, Josh Rownd and Peter Bryson and ex-officio member Selectman Mark Lyons. Elizabeth Mulholland was absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Selectmen Boyd Jackson and Dick Gandt, Naomi Cottrell, Cottrell Crowley and Friends of the Town Hall member Al Wallace.

Town Hall Lawn/Intergenerational Garden: Ben Nutter reported on the meeting that had previously taken place with in attendance: Naomi Cottrell, Cottrell Crowley, landscape architect for the Town Hall project, Zillie Bhuju, Gretchen Rehak, Melissa West, Donna Rich and Andrew Prazar. The meeting was to discuss an intergenerational vegetable garden to be located within the proximity of Town Hall and Proctor School. The location of the garden would be located on Proctor School, a small triangular space toward the end of the rain basin detention areas. Ben noted that the containers would be 6-feet by 6-feet roughly 3 feet high, not permanent fixtures. Naomi Cottrell explained that the group had discussed placement of benches and possibly a table with permanent playing chess abilities. Naomi further explained the inappropriateness of this type of seating arrangements in a civic location, such as the grounds surrounding Town Hall. There were alternate locations discussed at the previous meeting. Josh mentioned the potential of developing a landscape Master Plan for the common civic areas around this area of downtown. This was noted as a potential undertaking for this committee. Josh noted that maybe there would be grant funding available and worth researching. Ben explained that Naomi would be “tagging” 5 trees for the landscaping surrounding Town Hall. Tree species were reviewed; heritage trees such as American Beech, American Elm, White Oaks and Sugar Maples would be among the choices Naomi suggested.

Acoustics in the Public Hall: Chairman Gregor Smith distributed the report for discussion from Unison Acoustics, LLC, dated March 5, 2019. Gregor explained that at first they had thought the ceiling would have to be replaced, but that seems not to be the case. The report notes that a curtain on the stage and many wall board panels would be a viable solution. There are options of placement and the committee briefly discussed those. Funding is not available at this time, and it was noted that potentially could be reviewed during the budget process next year.

Project Budget Update: The outstanding punch list items were reviewed. Peter Bryson noted that the weather stripping at the Main Entrance was not acceptable and should be changed. The outstanding November invoice of \$491,481.93 was discussed in relation to the value of the outstanding items. Gregor recommended that the Town pay \$450,000 of the November invoice and hold back the balance until the remaining punch list items are taken care of. Consensus of the committee present was to move forward with Gregor’s recommendation.

Discussion: Plaques: Naming of the Board of Selectmen room was discussed. Friends of the Town Hall member Al Wallace distributed language that had been submitted by Cam Steward relative to the \$50,000 donation he had given in memory of his brother Gilbert. The group came up with some suggested changes to the language and Al will present it to Cam for his review. Gregor requested that Donna reconcile the construction budget and the gift account to identify what the remaining balances are.

Discussion: Friends of Topsfield Town Hall – Al Wallace noted that from a general observation the next focus would be on the Public Hall, more specifically the acoustic solution identified, a sound system and lighting. The committee agreed and Gregor suggested that resident Steve Hall would be a valuable assistance with the writing of a scope of work that would be required to have done. Selectmen Lyons noted that the Friends of the Town Hall would soon have a 5013C status. Gregor noted that he would like to see picture-hanging rails installed in various area of the building so as to be able to display paintings. Selectman Jackson reported on his findings of obtaining a generator for power outages that might occur at Town Hall. He has located a rental unit, a company that would deliver the size required to keep the heat going in the winter and an electrician that would be “on call” to appropriately make the unit function, another words: plug it in.

At 9:21pm Josh Rownd 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. Unison Acoustics, LLC report dated 3/5/19
3. Language from Cam Steward for memorial plaque

Approved as written at the May 1, 2019 Town Hall Building Committee meeting.

<p>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.</p>
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