

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall
September 4, 2019**

Chairman Smith called the meeting to order at 7:30pm.

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

Community Development Coordinator: Donna Rich was also present.

Visitors: Dave Miles, Miles Restorations, Friends of the Town Hall member Al Wallace.

Town Hall Project Update:

Front Door Replacement:

Ben Nutter introduced Dave Miles, from Miles Restoration. Dave described his quote for the replacement of the historical front door stating he would make the mahogany door. Peter Bryson expressed his concerns that the proposed door meet the energy code and safety standards. The Committee expressed some concerns with the lack of detail of the hardware portion on the quote. They asked for Dave to revise the quote and would take a second look at a meeting on September 23rd. After Dave left the committee reviewed the quote from Dan Philpot, stating that the door would be purchased and the quote reflected that price differential from Dave's.

Tree Planting: Ben Nutter reported that the 5 trees were delivered and the planting is being organized. The placement of the trees that was determined with Naomi Cottrell, of Crowley Cottrell previously would need to be slightly relocated due to set back regulations of the leach field, as indicated by the Board of Health Agent.

Acoustics in Public Hall:

Chairman Gregor Smith reported that the group had met on August 30 in the Public Hall to review the two options obtained. Color swatches would be available for review at the September 23rd meeting.

Recognition Plaque: The Committee reviewed the 3 options for the size, materials and finish, as described in an email from Lisa Hutchinson dated August 27th for the plaque recognizing those individuals involved with the project.

Ben Nutter made a motion to approve Option 3 as described in an email dated 8/27/19 from Lisa Hutchinson, costing \$745, seconded by Liz Mulholland; so voted: 5-0.

Donna was tasked with identifying those individuals that gave over \$5,000.

Discussion: Friends of Topsfield Town Hall:

Al Wallace explained that the Historical Society has collected funds donated in memory of Mark Lyons and was seeking assistance on ideas for its use. Gregor Smith noted that a

picture rail would be an idea. It was noted that pictures held by the Historical Society could be re-purposed and placed in Town Hall in memory of Mark Lyons.

Minutes:

Ben Nutter made a motion to approve the minutes of August 2, 2019 as written, seconded by Josh Rownd; so voted: 5-0.

At 8:54pm Peter Bryson made a motion to adjourn, seconded by Josh Rownd; 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. Front door quote from Dan Philpot and Dave Miles
3. Acoustic quotes as listed in an email dated 8/27/19 from Gregor Smith
4. Recognition of the project members plaque and email quote from Lisa Hutchinson dated 8/27/19

Approved as amended at the September 23, 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.
