

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall
September 23, 2019**

Chairman Smith called the meeting to order at 7:31pm.

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

Community Development Coordinator: Donna Rich was also present.

Visitors: Friends of the Town Hall member Al Wallace.

Town Hall Project Update:

Budget:

The Committee's goal was to commit to the funding of projects which would utilize the remaining \$40,201.71 of the Town Hall Project. As detailed at previous meetings this amount needs to be drawn down to zero as it was borrowed funding and recommended by the Treasurer/Collector, Barbara Michalowski to do so. Donna Rich reviewed the items with amounts from proposals submitted to the committee. In addition, other potential funding sources, the FY18STM/A10 PEG TH and Donations were reviewed and discussed as to the best use of available funds.

Peter Bryson made a motion to approve the funding for the following projects: Acoustical Panels for the Public Hall, Hamilton Associates of Lowell MA for \$31,600, Replacement of the Historical Front Door, Miles Restorations of Boxford MA for \$19,000, with a \$1,000 owners contingency, the addition of the extension to the Board of Selectmen Meeting Room desk, WB Mason for \$2,800 and electrical work for the clock tower, Bass River Services of Beverly MA for \$1,435.64, in addition to offset the acoustical panels \$15,633.93 would be funded through the FY18STM/A10 PEG TH, seconded by Ben Nutter; so voted: 5-0.

Minutes:

Peter Bryson made a motion to approve the minutes of September 4, 2019 as amended, seconded by Josh Rownd; so voted: 5-0.

At 8:20pm Josh Rownd 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. Revised quote of historical front door from Miles Restoration, Boxford MA
3. Acoustic quotes as listed in an email dated 8/27/19 from Gregor Smith

Approved as written at the November 6, 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.