

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

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

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

Community Development Coordinator: Donna Rich was also present.

Visitors: Friends of the Town Hall member Al Wallace and Historical Society President Norm Isler.

Town Hall Project Update:

Review of Historical Photographs for Town Hall: Historical Society President Norm Isler presented the concept of placing 12 scenic photographs of buildings from around Town within the Town Hall first floor hallway utilizing the donations that had been bequeathed to the Historical Society in the name of Mark Lyons. The concept had been reviewed with Althea, Mark's wife, and she was pleased with the idea. The members discussed why historical "old" photos were not being used. The picture rail was reviewed and accepted by the committee members. Norm Isler stated that he would be going before the Board of Selectmen to obtain their acceptance of the pictures, Chairman Smith noted he would attend as well.

Recognition Plaques Update: The Committee determined that the donor plaque would carry names of those who donated through 2019 and be in alphabetical order.

Door to Roof Discussion: Ben Nutter explained that the door to the roof does not have weather stripping and has allowed for water to enter the building. This has caused damage to the ceiling on the second-floor hallway, outside the COA Program space. Ben stated he would reach out to Ryan Stock, contractor, and Wendall Kalsow, architect, to see what their suggestions for a solution might be.

Minutes:

Peter Bryson made a motion to approve the minutes of September 23, 2019 as written, seconded by Liz Mulholland; so voted: 4-0.

The Committee went to review the hallway on the first floor for placement of the pictures.

At 8:08pm Ben Nutter made a motion to adjourn, seconded by Peter Bryson; 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. Examples of 2 plaques: Meg Black's painting and Gilbert Steward, Jr's
3. Example of STAS picture hanging hooks and cords

Approved as written at the February 5, 2020 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.