

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall  
May 1, 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 and ex-officio member Selectman Mark Lyons.

Community Development Coordinator: Donna Rich was also present.

Visitors: Selectman Boyd Jackson and Director of Facilities, Steve Clifford.

**Town Hall Project Update:**

Certificate of Occupancy: Donna Rich reported that Building Inspector, Glenn Clohecyc had issued the Certificate of Occupancy.

Landscape Review: The Committee will assess the condition of the plantings in the fall, which will be in compliance with the warrantee.

Detention Pond Fences: Director of Facilities Steve Clifford explained that there should be a fence by the two detention ponds for safety. Clifford described the proposed fencing that would have an opening between the detention ponds, also noted was that the design had been reviewed by Superintendent of Park & Cemetery Steve Shepard. Clifford noted that the cost would be 50/50 between the school and the town.

Josh Rownd made a motion to approve Parker Fence's proposal dated March 27, 2019 for fencing by the detention ponds, seconded by Ben Nutter; so voted: 4-0-1. Peter Bryson abstained.

Mass Historic Preservation Award: Chairman Gregor Smith announced that the Massachusetts Historical Commission recognized the Rehabilitation and Restoration of the Town Hall with their Preservation Award. It was noted that the Topsfield Historical Commission had nominated the project. The ceremony would be held on June 6<sup>th</sup>. The committee acknowledged that invited guests should include Consigli Construction Ryan Stock, Bob McBride, Tony Serrano, Design Technique Inc. John Sayre Scibona, Lee Sollenberger, McGinley Kalsow Associates Wendall Kalsow and Fred Soule, along with the five Committee members, Donna Rich and Boyd Jackson. It was suggested that the use of the COA van might be an option for transportation to and from. Donna would explore that option.

Project Budget Update: The remaining balance of an estimated \$48,000 was reviewed. Priorities of how to expend the balance was discussed, among the items were the acoustics for the Public Hall, replacement of the historic front door and the plantings. It was noted that there might be funds available from the PEG 2018 Warrant Article for the acoustic panels.

Minutes of 05/01/19

Page 1 of 2

Arbor Day Plans: Ben Nutter provided an update, noting that five trees had been tagged at Millican Nurseries, LLC, Chichester, NH of three inch caliber. Crowley Cottrell, LLC had developed a placement plan for the trees. The digging of the holes was being donated by Richard and Roberta Thompson.

It was announced the Friends of the Town Hall had received their 5013c status.

Minutes:

Josh Rownd made a motion to approve the minutes of February 6, 2019 as written, seconded by Peter Bryson; so voted: 3-0-2. Josh Rownd and Ben Nutter abstained.

Josh Rownd made a motion to approve the minutes of March 6, 2019 as written, seconded by Peter Bryson; so voted: 4-0-1. Liz Mulholland abstained.

At 8:42pm Josh Rownd made a motion to adjourn, seconded by Ben Nutter; 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. Copy of the Certificate of Occupancy, dated 4/23/19
3. Email from Fred Soule regarding Grass and Planting Maintenance
4. Parker Fence Quote, dated 3/27/19
5. Letter from Mass Historical Commission dated 4/23/19

*Approved as written at the August 7, 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.