

TOPSFIELD TOWN HALL

It's Time!



June 9, 1873

Town Meeting Voted to Build Town Hall



- Ulysses S. Grant was the President, and the country was recovering from the Civil War.
- Only a few weeks before Topsfield voted, on May 20, 1873, Levi Strauss and Co. received a patent for blue jeans and began manufacturing them.
- Heineken's Brewery was incorporated in Amsterdam and began brewing "upscale" beer.
- The North-West Mounted Police (later renamed the Royal Canadian Mounted Police) were formed.
- The Peking Duck was introduced to America.



IT'S TIME!

- 26 US Presidents have come and gone, blue jeans are standard, Heineken is an international powerhouse, the Mounties have come to Topsfield and everyone loves Peking Duck

It's Time!

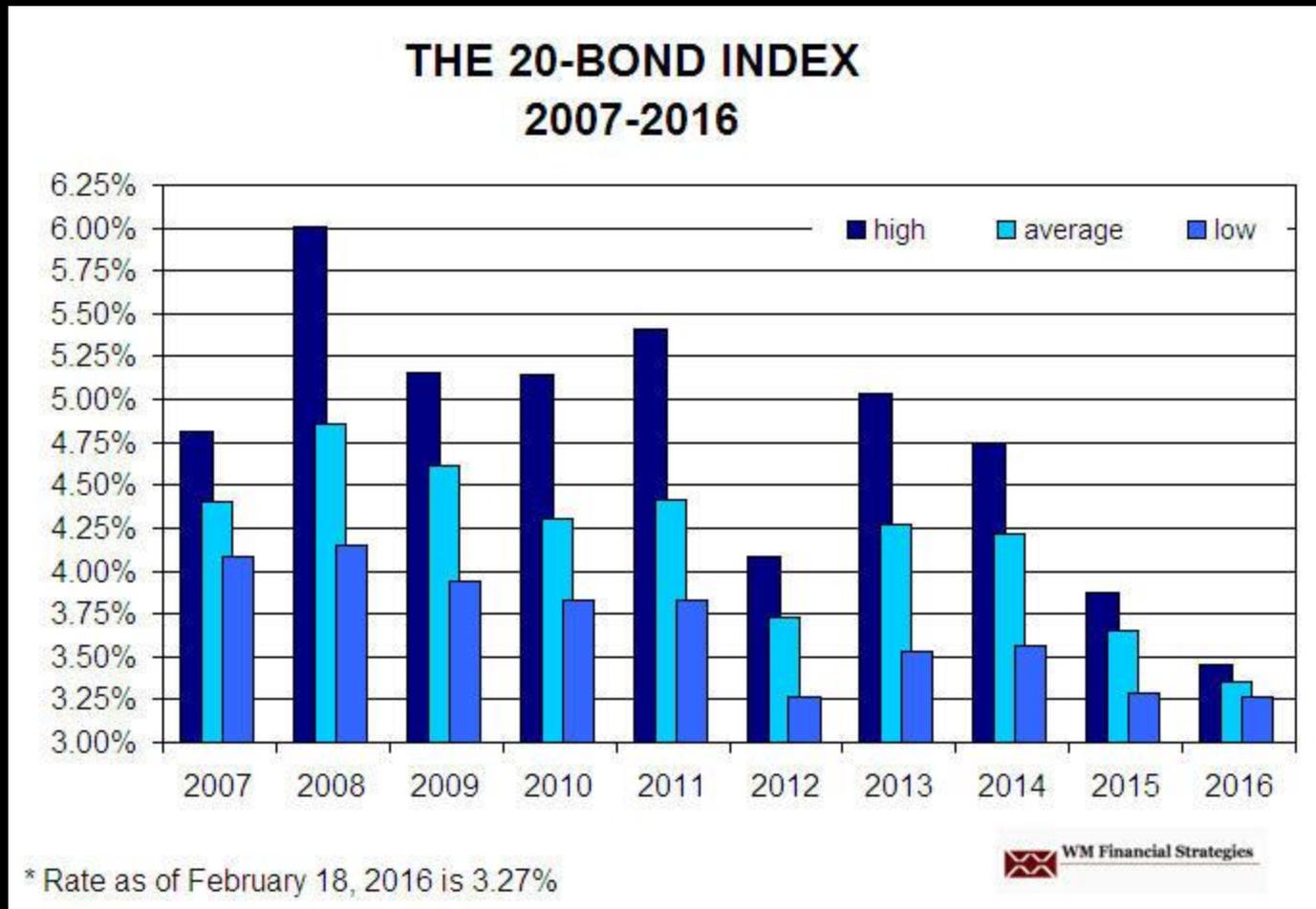
- No significant funds have been allocated since 1873 - 143 years ago
- Once beautiful Town Hall is in vital need of revitalization
 - Need for acceptable work areas, ADA accessibility, climate control, office acoustics
 - Updates to plumbing, electrical wiring, and signal wiring
- Favorable Interest rates – the lowest in a very long time
- Construction and borrowing costs will only increase
- A dedicated Committee with phenomenal expertise
- Award Winning architect with relevant experience with similar projects
- Affordable configuration designed that meets Topsfield's needs and Preservation Restrictions

This project will create a safe and functional facility that will serve the needs of Town government and the community for years to come

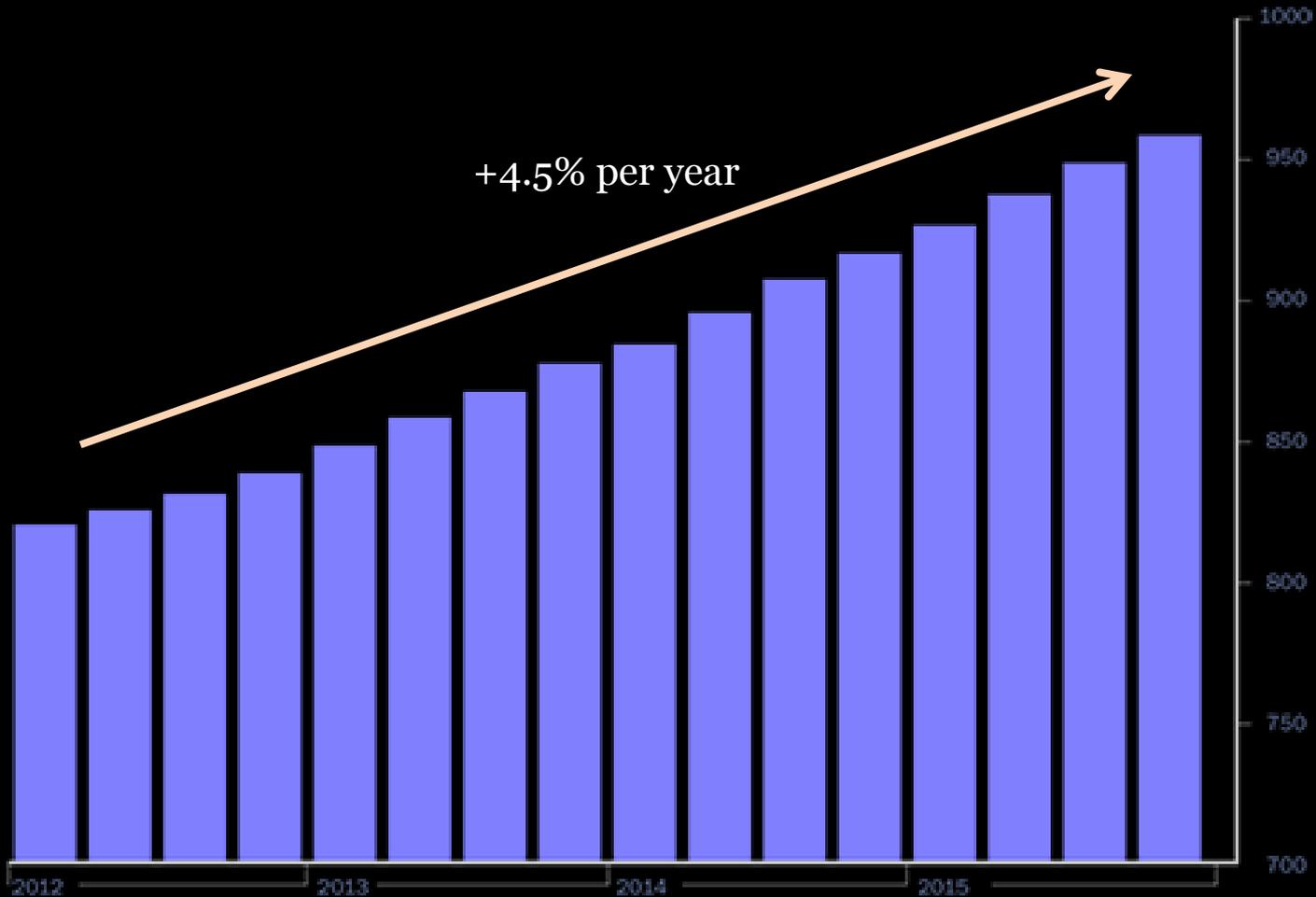
Our Once Beautiful Building is Dilapidated



Favorable Interest Rates – lowest in a long time



Construction Costs are Steadily Rising



Note: Turner Construction Cost Index

The Town Hall Building Committee



Experience,
expertise,
dedication.

Committee

Gregor Smith, Chairman

Peter Bryson

Mark Lyons

Elizabeth Mulholland

Benjamin Nutter

Josh Rownd

- Owner's Project Manager

- Code Enforcement Officer and Building Inspector

- Attorney and Former Finance Committee Chair

- Preservationist and Historical Commission Chair

- Architect

- Architect

Ex Officio

Kellie Hebert

Boyd Jackson

Martha Morrison

Donna Rich

-Town Administrator

-Selectman

-Selectman

-Com. Dev. Coordinator and Procurement Agent

Award Winning Architects



- Specialty - restoration and renovation of historic buildings / structures
- Experience adding compatible new additions
- Planning and revitalization of historic areas
- Very relevant experience with Town/City Hall projects, including
 - Ayer, Dunstable, Essex, Groton, Merrimac, Newburyport, Provincetown, Salisbury, Sandwich and Westminster
- Many projects were in smaller communities like Topsfield, and involved
 - Addition of an elevator
 - Construction of an addition
 - Creative use of basement space
 - Historic preservation issues
- Please see the next page, for examples of their relevant experience

Relevant Experience



Dunstable Town Hall



Essex Town Hall



Sandwich Town Hall



Provincetown Town Hall



Ayer Town Hall



Salisbury Town Hall

Program Goals

- Preserve Historic Features
- Provide Accessibility to all Town Departments
- Consolidate Town Functions and Centralize Meeting Spaces
- Improve Departmental Office Deficiencies to provide better Service to Citizens
- Provide for Programmatic Needs of Council on Aging
- Upgrade/ Improve Life Safety and Code Deficiencies
- Upgrade Aging Infrastructure to Increase Energy Efficiency and Improve Environmental Conditions
- Address Storage Deficiencies

Position the building for its next 100 years of service to the community

THE PHYSICAL PLAN

The Physical Plan – Key Takeaways

- An addition is proposed for the South Side of the Building
 - Enables Topsfield to meet its Preservation Restriction
 - Allows for the return of the Auditorium
 - Provides features required to be ADA compliant
 - Is much more cost effective than retrofitting the current building
- Frequently visited department offices will occupy the ground level
 - Cons Com, Board of Health, Building Department
- The existing first floor of the building and new office space in the addition will house the remainder of town offices
 - Town Administrator, Board of Selectmen, Accounting, Treasurer, Assessor, Town Clerk, Veterans' Agent, Procurement/Community Development
- Top Floor – will serve as a much needed Community Center
 - Fully equipped Auditorium will be able to be used for meetings, events, and other activities
 - Council on Aging will have office space and drop-in space
- A glass element connects the old and new buildings

A glass element connects the old and new buildings.

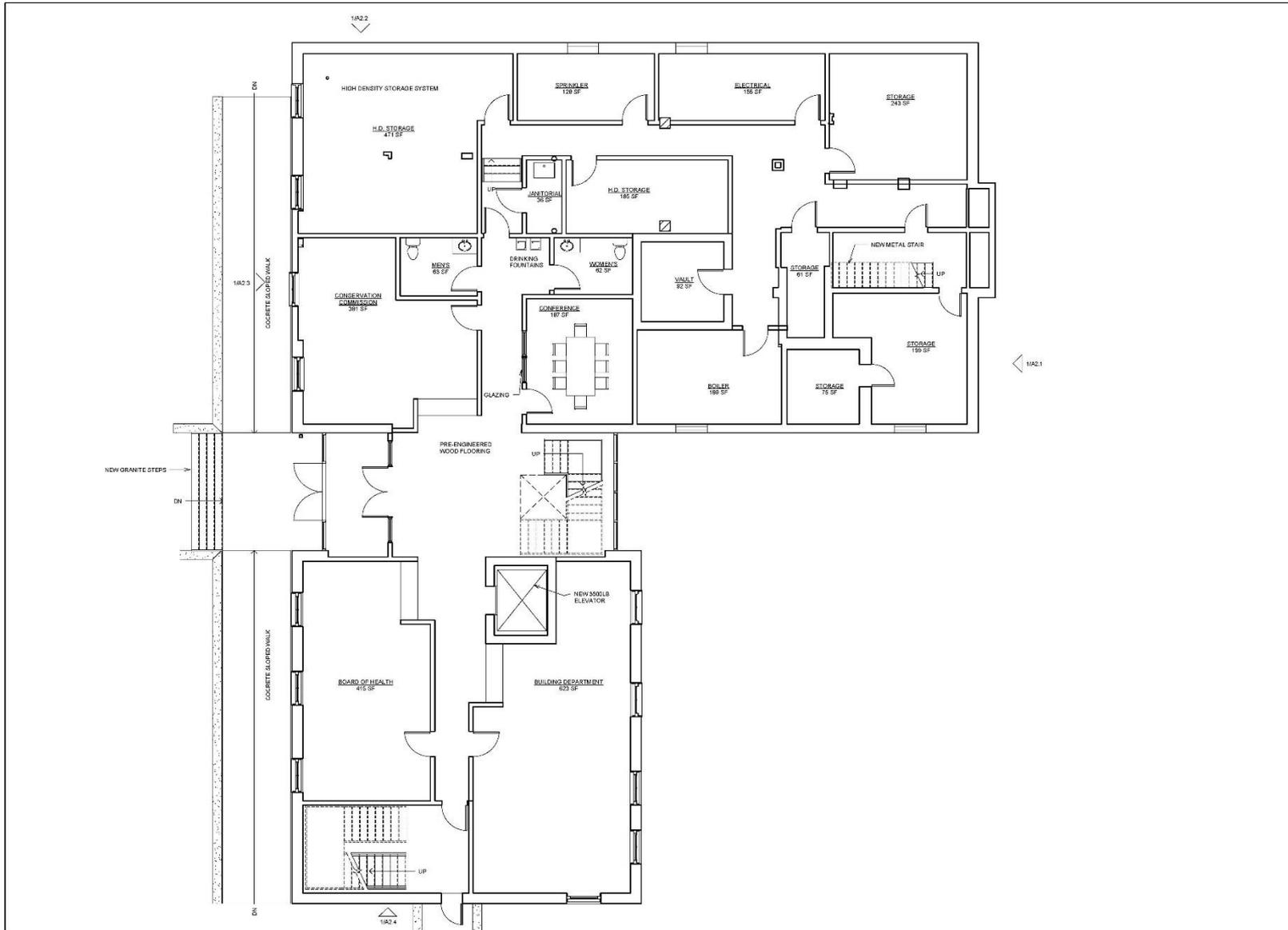




- The accessible entryway would be at the rear of the building with additional parking provided.



- A portion of the basement will be lowered to ground level and offices frequently visited by the public will be located in both the old and new portions of the building.



Topsfield Town Hall

8 W Common St.
Topsfield, MA, 01983

Date: 01/14/16
Scale: 3/16" = 1'-0"
Drawn By: FE
Reviewed By: DM
Project No: 1758

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway, P.O. Box 45218
Somerville, MA 02145
617-225-8901 • www.mginleykalsow.com

**Scheme C
Ground Floor Plan**

No. **A1.1**

The existing first floor of the building and new office space in the addition will house the remainder of town offices.



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Scheme C
First Floor Plan

No.

A1.2

The Auditorium

Topsfield's Town Hall was a true community center that provided space not only for Town government but also for community events and functions. There were dances and performances, lectures and community meetings. As recently as the 1990's, before the space was declared invalid for public meetings because it is inaccessible, the Topsfield Beach Association held its annual meeting there, the Community Players put on performances, and the Zoning and Planning Boards conducted large public meetings in the space.

The Auditorium



The second floor auditorium was used for Town Meeting until it was no longer large enough.

The auditorium was also used for smaller meetings, social functions, cultural and civic events including theatrical productions, dances, concerts and lectures.

These historic photos show the auditorium decorated for Columbus Day and for the 250th anniversary of the Town.



Dance Cards – Topsfield Brass Band and the Unique Dramatic Club



The Auditorium

- **The multi-purpose space will return Town Hall to its original function - Community Center.**
- **The COA will be able to use it as needed.**
- **It will provide sorely-needed meeting space.**
- **Equipped with audio-visual facilities, the auditorium can be used by boards and committees whose meetings can be televised.**
- **Community groups will be able to use it for meetings, events, and other activities.**
- **It will be available at night for such events.**



The top floor will serve an important new community function. The Council on Aging will be located there with office space, drop-in space and access to the renovated auditorium for program needs.



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617.625.9991 - www.mginleykalsow.com

Scheme C
Second Floor Plan

No.

A3

The Preservation Restriction

A preservation restriction was placed on Topsfield Town Hall in return for grants provided by the Massachusetts Historical Commission to pay for restoration work performed on the building.



The preservation restriction requires that all “historically significant” elements of the building be preserved and that any addition to the building be approved by the Massachusetts Historical Commission. The major issue that has been raised relative to the restriction is the use of the auditorium or Great Hall that is now divided into office cubicles.



BUDGET AND TAXPAYER IMPACT

Conceptual Budget

	Renovate Existing		+	New Addition		=	Total	
Area:	11,376			6,642			18,018	
	Cost	\$/SqFt		Cost	\$/SqFt		Cost	\$/SqFt
Construction	\$ 2,963,000	\$ 260.46		\$ 3,315,000	\$ 499.10		\$ 6,278,000	\$ 348.43
Arch/Eng'g	\$ 635,000	\$ 55.82		\$ 371,000	\$ 55.86		\$ 1,006,000	\$ 55.83
FF&E	\$ 208,000	\$ 18.28		\$ 122,000	\$ 18.37		\$ 330,000	\$ 18.32
Project Support	\$ 352,000	\$ 30.94		\$ 205,000	\$ 30.86		\$ 557,000	\$ 30.91
Financing & Insurance	\$ 2,000	\$ 0.18		\$ 1,000	\$ 0.15		\$ 3,000	\$ 0.17
Subtotal	\$ 4,160,000	\$ 365.68		\$ 4,014,000	\$ 604.34		\$ 8,174,000	\$ 453.66
Escalation	\$ -	\$ -		\$ -	\$ -		\$ 454,000	\$ 25.20
Contingencies - hard cost	\$ -	\$ -		\$ -	\$ -		\$ 1,041,000	\$ 57.78
Contingencies - soft cost	\$ -	\$ -		\$ -	\$ -		\$ 190,000	\$ 10.55
Total	\$ 4,160,000	\$ 365.68		\$ 4,014,000	\$ 604.34		\$ 9,859,000	\$ 547.18

NOTES

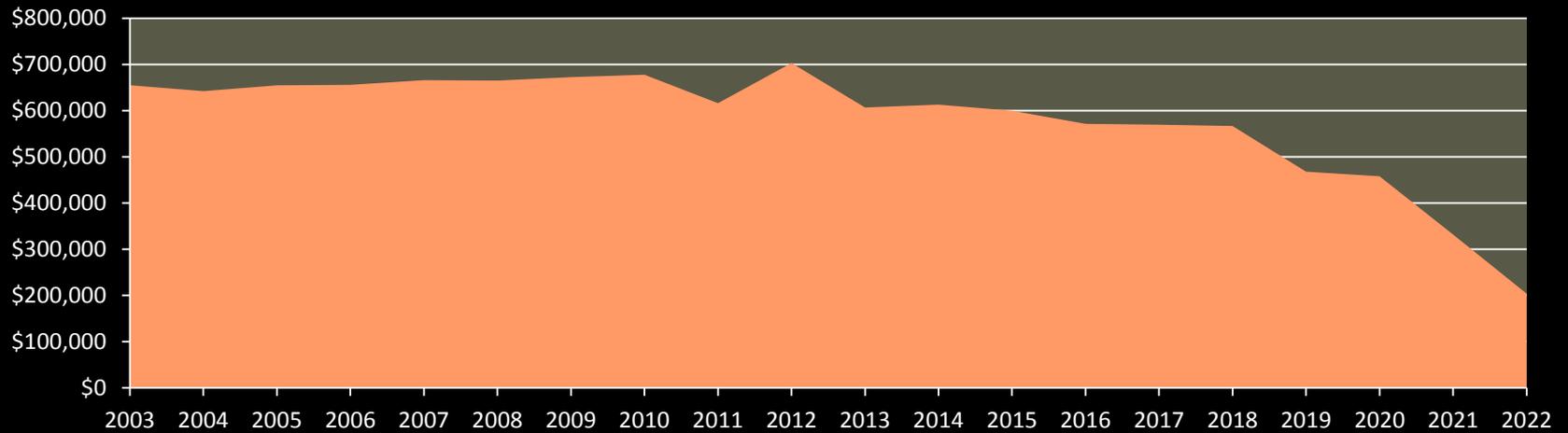
- 1) Costs for Phase 1, Conceptual Design, have not been included here (approximately \$100k).
- 2) The numbers presented in this budget are "order of magnitude." They are based on very preliminary information with a wide range of assumptions.
- 3) This budget includes project contingencies of 15%.
- 4) This budget includes projections for rent (10,000SF at \$20/SF for 18 months) and relocation expenses for temporary occupancy during construction.
- 5) Costs are not included for long-term financing.
- 6) Escalation is included in the amount of \$454,000.
- 7) Modest allowances are included for furniture, A/V equipment, and telephone and data communications equipment. It is hoped that other solutions for funding of upgrades may be sought (private fund raising, for example).

TAXPAYER IMPACT

Topsfield has often funded significant capital expenditures by approving debt exclusions from Proposition 2 1/2. This approach has allowed the Town to address these projects and expenses while maintaining an operating budget that continued to support necessary town services.

Current exempt debt was approved for: The Library, Proctor and Steward School Renovations, Landfill Closure, Fire Truck, DPW Facility, Asbury Street Bridge Replacement and Rowley Bridge Road Bridge Repairs. A significant amount of current exempt debt will be retired in upcoming years. This would allow for funding the Town Hall Project primarily by replacing the retiring debt.

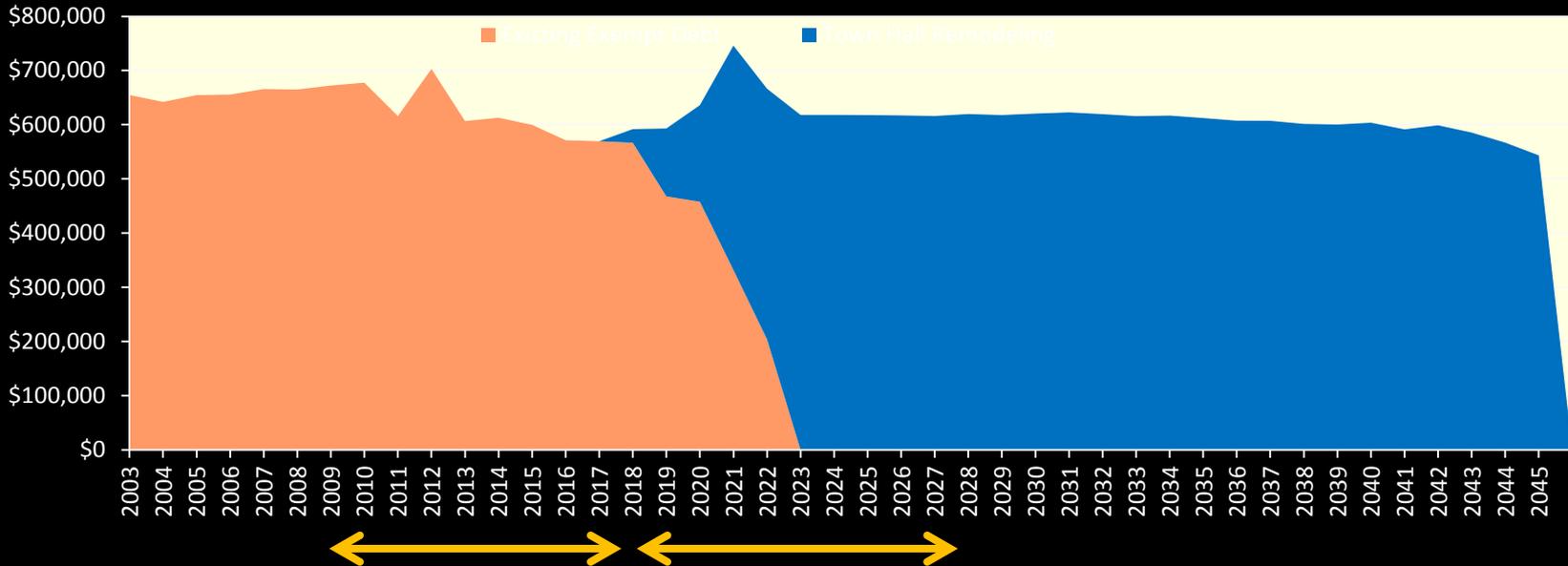
**EXISTING EXEMPT DEBT, Principal and Interest 2003 to 2022.
In the year 2023, this existing debt disappears.**



EXISTING EXEMPT DEBT AND PROPOSED TOWN HALL EXEMPT DEBT Principal and Interest 2009 to 2026

Exempt Debt	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Existing	672,291	677,529	615,968	702,848	606,656	612,840	599,640	571,290	569,490	566,665	467,790	457,790	331,840	204,000	-	-	-	-
Proposed										25,150	125,150	178,300	413,990	462,400	618,025	618,050	617,725	617,050
Total Exempt	672,291	677,529	615,968	702,848	606,656	612,840	599,640	571,290	569,490	591,815	592,940	636,090	745,830	666,400	618,025	618,050	617,725	617,050

EXISTING EXEMPT DEBT AND PROPOSED TOWN HALL EXEMPT DEBT Principal and Interest 2003 to 2045



In years 2009 through 2017, the annual average impact of existing debt on a residential tax bill is \$256.47

In years 2018 through 2026, the annual average impact of existing debt + the Town Hall debt is \$259.90.

$$\begin{array}{r}
 \$259.90 \\
 - 256.47 \\
 \hline
 \$ 3.43 = \text{Net Increase}
 \end{array}$$

TAXPAYER IMPACT

Yes. If the Town chooses to fund the Town Hall Project by replacing comparable levels of retiring debt, the additional net average annual cost to the median Taxpayer is projected to be:

\$3.43

TOWN OF TOPSFIELD
RATING AGENCY DEBT MEDIANS FOR AAA/AA RATED MUNICIPALITIES

	Benchmarks		
Rating	Total Debt Service/ Budget		Total Debt/ Assessed Valuation
AAA	9% or below		3% or below
AA	11% or below		3% or below
Topsfield	2.69%		0.380%

Our prudent approach to borrowing is clear as we are very well within the guidelines for AA and AAA bond rating.

MASS DOR COMPARATIVE MUNICIPAL DEBT ANALYSIS FY 14

Municipality	Total Debt Service	Debt Service as % of Budget	Debt Limit	Total Outstanding Debt	Operating Budget
Essex	1,923,404	11.76	39,934,230	17,199,913	16,356,939
Newbury	1,901,584	10.45	64,937,825	13,816,978	18,194,959
Littleton	4,009,723	9.60	79,036,585	29,830,131	41,760,595
Rowley	1,549,966	8.51	45,646,365	17,990,935	18,220,371
Manchester	1,748,566	6.23	112,138,395	8,904,193	28,053,560
Middleton	1,813,498	6.07	82,587,100	18,568,400	29,861,150
Wenham	966,574	5.95	35,369,050	6,785,000	16,248,304
West Newbury	890,435	5.69	38,070,930	5,364,469	15,645,966
Boxford	1,417,639	4.62	85,265,810	9,751,816	30,678,315
Georgetown	1,008,968	3.64	59,333,705	7,162,506	27,690,181
Hamilton	1,008,079	3.63	67,674,930	6,685,000	27,742,953
Topsfield	\$ 782,280	3.14%	\$ 60,380,795	\$ 4,930,000	\$ 24,932,740

In comparison to other communities, Topsfield's debt service as a percent of budget similarly confirms our conservative position.

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