

Topsfield Town Hall Building Committee

January 7, 2015

Chairman Jackson called the meeting to order at 9:00 AM at the Town Hall. Committee members present were Boyd Jackson, Kellie Hebert, Martha Morrison, Elizabeth Mulholland, Ben Nutter and Gregor Smith. Community Development Coordinator Roberta Knight was also present.

Visitors: Selectman Dick Gandt; Richard Smith, William Finch.

Welcome: Town Administrator Kellie Hebert welcomed the members of the newly created Town Hall Building Committee and thanked them for volunteering to assist her and the Board of Selectmen to deal with the extensive list of repairs required to maintain this building as a viable space for Town Hall operations.

Selectmen Charter: Selectman Martha Morrison also greeted the volunteer members and reviewed in summary the reasons why the Board of Selectmen created this Committee. Ms. Morrison noted that the immediate task of the Committee was to stabilize the exterior envelope of the building which included the windows and water infiltration. The second major task would be to develop a comprehensive plan for the restoration of the building and present said plan to the May of 2015 Town Meeting.

Organization of Committee: Member Ben Nutter made the motion to nominate Boyd Jackson as Chairman; seconded by Member Elizabeth Mulholland; so voted 5-0-0. Mr. Jackson accepted the nomination. Ex-officio member Roberta Knight, the Town's Community Development Coordinator, volunteered to be the recording secretary and support the administrative needs of the Committee.

Preliminary Review of the Exterior Building Envelope and Windows: At this time historic preservationist William Finch and architect Richard Smith were introduced to the Committee members. Selectman Morrison noted that since the Town Hall is a designated historic building, the Board of Selectmen had already contracted the services of historic preservation specialist William Finch and architect Richard Smith to (1) assess the status of each window; (2) determine the extent of weather related deterioration of the other elements of the building's exterior envelope; (3) develop a corresponding repair work plan for all elements and (4) prepare the Massachusetts Preservation Project Fund Application for March 2015.

At this time, Mr. Smith and Mr. Finch presented the Board with two major documents: (1) "Topsfield Town Hall Exterior Envelope Study Summary Report" with a detailed window schedule; (2) "Topsfield Town Hall Exterior Envelope Study Detail Elevation Plans" with color coded repair requirements for each window; as well as an extensive series of photographs documenting the building's envelope deterioration inclusive of roof, windows, trim and siding, and masonry.

Richard Smith reviewed the approach used for the exterior envelope study which began in September of 2014. Each window was drawn to scale and individually inspected to determine the specific repair requirements for each window. Inspections were performed from both the exterior and interior of the building to determine the state of deterioration of the entire external envelope. Photographs show both interior and exterior state of windows and envelope.

The Committee and consultants discussed the various components in the executive summary as the report was reviewed. Included in the discussion was the issue of storm windows for the building to prevent weather deterioration after the windows were restored. Exterior storms would accomplish this, but the trade-off would be some loss of the thermal performance for the building envelope which would be accomplished much better with the use of interior storms. No decision was made at this time as to the type of storm windows.

FY15 State Grant Application: The members then discussed available funds from the State. As part of the FY15 state budget, \$100,000 was designated for repairs to the Topsfield Town Hall which must be used before June 30, 2015. It was the consensus of the Committee and confirmed by the consultants that the Window Restoration Project would cost more than \$100K, and moreover, the size of the project would not allow for completion by June 30, 2015. It was the consensus of the Committee to prioritize a series of small projects to utilize the grant funds. At this time, the list would include addressing the leakage of front façade, demolition of side porch and repointing of brick foundation. It was also decided to use the services of the Smith Finch collaboration for these projects and the Committee requested cost proposals for the design and administrative services.

The meeting was adjourned at 11:02 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator