

## **Topsfield Town Hall Building Committee**

January 14, 2015

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

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

**Heating System Water Damage:** Roberta Knight updated the Committee as to the damage at the Town Hall caused by the rupturing of a water heating system pipe in the south west corner in the stage area of the second floor auditorium. There was damage to the ceiling tiles and flooring in the Treasurer Collector's office and the back hall. The insurance company (MIA Cabot Risk) was contacted and ServiceMaster was on the scene within an hour. Cabot Risk property claims officials determined that the carpet and the asbestos floor tiles would be removed. Air quality testing was also done by Covino Environmental. Ms. Knight further stated that she received preliminary results of the air testing per a telephone conversation with Covino staff. The air quality for an old building was low on spore counts and was described as "equivalent to the outside air on a sunny summer day". A written report of the air quality findings would be provided to the Town.

**Long-Term Plans for Town Hall:** Chairman Jackson at this time initiated a discussion on the long-term plans for the building. An estimate for the restoration of the building based on the Capital Facilities Assessment Study is approximately \$7M with a three to four year time frame.

Selectman Martha Morrison noted that the Board would like to see a plan for the restoration of Town Hall be presented this year at town meeting to get the residents on board for this project. A warrant article requesting funding can be placed on the agenda; however, it is up to this Committee as to what should be funded.

Member Gregor Smith agreed that a presentation should be made to market the project to the Town residents and request funding on a phase approach. The Committee's next step should be to create a model and outline a budget for the different phases, and request funding for the initial stage for design. He noted that based on all the previous studies and assessments, the Committee has very good information to work with to develop a long-term restoration plan. Mr. Smith noted that this is what he is currently working on for another community to restore a town hall and would draft a model outline of phase steps and corresponding budgets for the Committee to discuss at its next meeting.

There was a short discussion relative to debt and proposition 2 ½ and the Chairman requested that the members review all the documentation received to date for next week's meeting to discuss a long-term restoration plan.

**Window Project:** At this time, Richard Smith presented the Committee with a proposal from Alison Hardy of Window Women Repairs based on the Smith Finch Window Report. The Town Hall Window project is estimated at approximately \$125K to \$130K which includes storm windows at approximately \$25K. There should also be budgeted a 15% contingency. The cost of this project is more than the FY15 state grant limit and cannot be designed, procured and constructed under the grant's limited time frame. It was the consensus of the Committee that the window project would be submitted for partial funding under the Massachusetts Preservation Project Fund Grant Application.

**Repair Projects:** The Consultants Smith Finch submitted a list of repair project packages with architectural services fees for each project. The list included: (See attached document dated January 12, 2015 for specific details)

- North porch demolition
- Masonry repointing at foundation
- Front façade central area repairs
- Roof repairs

The Committee reviewed the proposals for services and the description of work for each project. It was the consensus of the Committee to include in the FY15 State Grant Application the projects listed above and the two auditorium stage windows. These projects could be managed to meet the grants June 30, 2015 timeline and go out to bid for early spring construction.

**Painting of Town Hall:** Relative to the exterior envelope, the consultants pointed out the building's exterior required painting. Ms. Knight noted that the current color scheme of the building is the original color scheme. Paint preservationist Sarah Chase performed a color paint analysis for the 2002 MPPF Project.

**Slate Roof Project:** The consultants reviewed the scope of work for the front slate roof project which would include the weather vane and window.

**Window Restoration Project Continued:** The Committee then discussed the goal for the window project. It was the consensus of the Committee members that the goal would be restoration. Consultant William Finch noted that four windows required total replacement on the second floor which would be replaced in kind as single glazed windows. The remainder of the windows would be restored and for historic purposes would remain as single glazed with exterior storms. According to Smith Finch, good quality storms perform as well as insulating glass windows. Mr. Finch further noted that the frames are maintainable, the weights and chains on the windows are operable and do not need to be replaced.

The Committee then discussed the requirement for storm windows and as previously discussed it has been agreed that exterior storm windows would be the best option for historic preservation. The storms would have to remain operable, at least the bottom

portion, for ventilation until such time that a major renovation takes place and central air is installed.

**Consultant's Agenda:** The members requested that Smith Finch work on getting projected construction costs for bidding and completing the grant application for the listed projects including the two stage windows. Chairman Jackson also requested costs for the storm windows for next week's meeting so that the Committee may get a consensus on the window project.

**Town Hall Flooring:** At this time the issue of the replacement of the Town Hall Town Hall flooring was discussed. Selectman Morrison informed the members that the Board of Selectmen was reluctant to expend funds for this project since the long term goal is the renovation of Town Hall. Ms. Knight noted that she had a vendor and bid proposal for approximately \$35,000 such that the flooring project was a "ready to go" project. Chairman Jackson agreed with Ms. Morrison's assessment; however, Member Gregor Smith stated that the expense should be accepted since the flooring needs to be replaced.

**Consultant's Proposals:** Member Gregor Smith made the motion to approve the proposal for additional services from Adams & Smith LLC for the packaged projects; seconded by Member Elizabeth Mulholland; so voted 4-0-0. Member Ben Nutter was absent.

The meeting was adjourned at 10:42 AM.

Respectfully submitted,

Roberta M. Knight  
Community Development Coordinator