

## **Topsfield Town Hall Building Committee**

January 21, 2015

Chairman Jackson called the meeting to order at 9:10 AM at the Town Library. Committee members present were Boyd Jackson, Kellie Hebert, Elizabeth Mulholland, Ben Nutter and Gregor Smith. Community Development Coordinator Roberta Knight was also present.

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

**Construction Cost Proposals:** Architect Richard Smith updated the Board on the status of the cost proposals for the various project components. Mr. Smith stated that he requested clarification from Alison Hardy on the window restoration cost proposal. He was waiting for Allied Windows to confirm costing and expected to receive a quote from Stanley Roofing today. Mr. Smith also noted that a lift (boom truck) would be required for the slate roof repairs and the estimated cost for a week would be \$10K. He stated that he would have costs for the various components by next week's meeting such that the Committee would be able to finalize the grant application.

**Window Restoration and Storms:** The Committee participated in a lengthy discussion with Richard Smith and Bill Finch concerning the window project for the Massachusetts Preservation Project Fund Grant Application. Member Elizabeth Mulholland initiated the discussion relative to the type of storm windows that would be installed. It was the consensus of the Committee that exterior storms would be the best choice for the building. Mr. Smith advised that both Harvey Windows and Allied Windows would be his preference. Allied Windows would provide more variations in choice such as colors and shapes. As stated above he is proceeding in obtaining cost estimates. Mr. Finch noted that most windows are restorable; however a few need replacement due to deteriorated sash. The components for the window restoration project are as follows:

1. Single glaze pane windows
2. Repair windows with a few exceptions that will be replaced in kind
3. Exterior storms
4. Maintain the chains and weights
5. Operational storms for the short term
6. Top sash installed in place

The Committee further discussed the functionality of the exterior storm windows. Member Gregor Smith noted that there are options for the storms: double track or triple with screens. The frames would be aluminum with custom color finish (Allied can provide). It was the consensus of the Committee that the upper window would be fixed and the bottom window would be operational. Stationary storms would be installed on the small windows located on the front façade. They would be screwed into place and could be removed when necessary.

**Front Façade:** The Committee then proceeded to scale down the scope of work on the front façade for this application. It was the consensus that this project would consist of repairing the front porch window as follows:

1. Replacement in kind of the removable window over front porch
2. Repair flashing
3. Repair the columnnets (historic intricate window trim)

**FY15 State Grant Project Priorities:** It was the final consensus of the Committee that the projects for the grant application would be the following:

1. Front Porch Window Repairs
2. Repointing of Brick exterior foundation
3. North Porch Demolition
4. Restoration of the Two Stage Windows
5. Storm Window Purchase

**Long-Term Planning:** At this time, Chairman Jackson introduced the subject of long-term planning for the building. Chairman Jackson centered the discussion on the program plans and design development drawings developed by Architect Ted Galante in 2002-2004. This work may need to be updated and validity checked for current office requirements; however, it is a sound basis for decision making. Extensive work was done by Mr. Galante and the members of that Building Committee that does not have to be re-created. Bottom line is that the existing building cannot accommodate the program needs of the Town departments currently housed at Town Hall which results in the need to renovate and build an addition.

Member Gregor Smith presented the members with a draft Phasing Plan for the project. See attachment for specifics. Phase 1 would have the Committee presenting a conceptual scope of work to Town Meeting in May to request funding for Phase 2 for a budget to secure the services of an Owner's Project Manager and followed by procuring the services of an architect for design development and construction documents for bidding. Phase 2's estimated timeline would be approximately two years. Funding for the actual construction under this program would be requested at the May 2017 Town Meeting.

Mr. Smith further noted that the primary goal at the May 2015 Town Meeting would be make a presentation on the extensive list of repairs that are required for the building and the Committee's plans for limited repairs based on current funding. Second, the presentation should review the previous studies, options and program development that would be the basis for the current funding request for the renovation and addition to Town Hall. Third, the Committee should also be prepared to discuss why not to build a new facility.

Chairman Jackson noted that this will not be an easy sell to the residents. This was seconded by Member Ben Nutter. The Committee then discussed the alternative not to request funds at this time, and limit the presentation to reviewing the “state of the building” as the initial stage for a year-long marketing campaign.

At this time, Ms. Knight apprised the Board that the Council On Aging is currently planning to request a warrant article be placed on the agenda for town meeting for a survey to gather information on senior resident needs. This was followed by a discussion on past history of the COA’s efforts to build a stand-alone senior center. It was noted that the Galante building program incorporated space for the COA.

Chairman Jackson reminded the members that he would not be able to attend next week’s meeting. Member Gregor Smith volunteered to chair next week’s meeting.

The meeting was adjourned at 11:03 AM.

Respectfully submitted,

Roberta M. Knight  
Community Development Coordinator