

Topsfield Town Hall Building Committee

September 9, 2015

Chairman Smith called the meeting to order at 9:08 AM at the Town Library. Committee members present were Gregor Smith, Mark Lyons and Ben Nutter. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt, Wendall Kalsow, Douglas Manley Kalsow & Associate Inc., and Project Manager Doug Manley reviewed the scope of work with the Committee. Chairman Smith noted that the Committee members had questioned the need for geotechnical services since the project at this phase is for a conceptual design. He also noted that in 2003, the Town had engaged the services of Briggs Engineering & Testing for a test pit investigation for the proposed elevator addition.

Mr. Kalsow responded that he had discussed the listed task with his structural consultant who had noted that two items were missing in the 2003 investigation: (1) depth of existing foundation and (2) bearing capacity of the soil. The discussion continued relative to using the DPW to excavate three (3) holes to be located at the front northeast corner, rear by former overhead doors and the south side. This information would be beneficial in order to develop alternative plans.

The discussion continued relative to the exterior survey listed as a task in the scope of work. The Committee noted that there had been two exterior surveys done in the past few years: the Russo Barr Engineering Building Envelope Report 2014 and the Adams & Finch Exterior Conditions Report 2015. Member Ben Nutter also explained the extent of the envelope work that was previously done in 2001-2003. He noted that although flashing was installed between the front porch roofline and the above windows, the moisture problem was not permanently resolved. Ms. Knight discussed the repairs to the slate roof in 2008.

Mr. Kalsow questioned the Committee as to the Window Restoration Project. Mr. Smith responded that the Town had received a MPPF matching grant in the amount of \$50,000 and would be moving forward in restoration of the windows with single glaze and authentic divided lights. The Town was also moving forward with work on the front façade to address the moisture issues above the front porch.

Mr. Kalsow explained that a lift inspection of exterior existing conditions was related to the budgeting process for cost estimating purposes for alternative plan models. He noted that he had not seen the Russo Barr Report; however, they would review it. Ms. Knight stated that she would forward an electronic copy of the report and would also forward other documents of prior building envelope projects. It was the consensus of all that the inspection survey should be scheduled for September.

Member Mark Lyons noted that most residents recognize that restoration of the building is a fact; however, they want information on the approach. As such, the firm needs to demonstrate not only alternatives, but which design approach is the best approach in meeting the future community needs. He also queried as to the schedule since a placeholder number would be needed in December for fiscal 2017 Town budget process.

Chairman Smith noted that the full scale project would be approximately \$8M; however, this is a phased project and we would only be asking the Town Meeting to fund the second phase for final design plans and the Owner Project Manager required for a project of this size; the cost of which would be approximately \$750,000.

The Committee then discussed the use of laser scanning. Mr. Kalsow noted that this technology would move the project along at a faster pace for modeling alternative approaches.

The discussion then focused on the contract. Mr. Kalsow stated he had noted two issues in his August 28th email. Ms. Knight stated she would review the second item with Town Counsel and get back to Mr. Kalsow as soon as possible such that the Selectmen could sign the contract at their Monday, September 14th meeting.

Member Ben Nutter made the motion to accept the proposal and recommend an award of the contract to the Board of Selectmen; seconded by Member Mark Lyons; so voted 3-0.

At this time, the Committee discussed the situation with the Council on Aging and noted that offices for the COA should be provided since the Town Hall is the center for civic government for all Town committees, boards, departments. The Council does have program needs which are currently being assessed in a separate study. The schematic design should consider the Council's program needs if they can be accommodated within the design; however, program space should not be the driving force for an addition.

The architects queried if there were site plans for the Town Hall and the School property, and there was also a short discussion relative to a new septic system. Ms. Knight noted that some information may be available in the Assessor's office, but, was not aware that the Town had a certified site plan for the school and recreation fields. The Town Hall was built on common land.

It was the consensus of all to meet on a bi-weekly basis with the architects. Due to a religious holiday, the next meeting with the architects would be held on Thursday, September 24th instead of the regular Wednesday meeting.

The meeting was adjourned at 10:38 AM.

Respectfully submitted,

Roberta M. Knight
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. McGinley Kalsow Proposal dated September 1, 2015

Approved as written at the _____ 2015 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.