

## MEETING MINUTES #2

**Project:** Topsfield Town Hall Renovation and Historic Preservation  
Phase I Schematic Design

**Date of Meeting:** October 14, 2015

**Attendees:** Gregor Smith – Building Committee, Chair  
Roberta Knight - Building Committee  
Josh Rownd - Building Committee  
Ben Nutter - Building Committee  
Elizabeth Mulholland - Building Committee  
Mark Lyons - Building Committee  
Peter Bryson - Building Committee  
Boyd Jackson – Topsfield Selectman  
Kellie Hebert – Town Administrator  
Doug Manley – MK&A

### Meeting Summary

Item	Date	Subject	Responsibility
1.2	9/30/15	<p><b>Test Pit Excavations</b></p> <ul style="list-style-type: none"> <li>Will be done through Dave Bond at DPW. Dave will notify Dig Safe. Gregor will coordinate with DPW.</li> <li>MKA should provide a date when McPhail Associates will be available for observation.</li> <li>MKA provided a site plan indicating where 3 pits should be dug. Pits were selected to avoid disturbing asphalt or shrubs, while providing useful subsurface info. Pits should be backhoe bucket sized.</li> </ul> <p><b>10/14/15 – With the Dig Safe markings in place, DPW is concerned about digging near the gas line on the north side, and near unmarked foundation drain lines on the west side, and recommended soil borings in those locations in lieu of excavation. MKA provided a revised proposal from McPhail Associates that includes boring. MKA and McPhail would still want to have a test excavation on the south side of the building, and borings would give McPhail valuable information for footing and drainage design. Boring rig needs about 2 week lead time notice due to their current workload. Committee will</b></p>	Topsfield

		<b>review and decide direction.</b>	
<b>1.3</b>	<b>9/30/15</b>	<p><b>Aerial Lift Inspection</b></p> <ul style="list-style-type: none"> <li>• Conversation with Bill Finch and Richard Smith confirmed that an up-close, hands-on aerial inspection of roof conditions would be useful, and has not been done recently.</li> <li>• Marr Equipment will be providing 150' aerial lift, scheduled for all day on Thursday, Oct 8. Lift will arrive around 8:00.</li> <li>• Town will arrange to have cars stay out of the spaces closest to Town Hall, and to close off West Common Street.</li> <li>• Committee members are welcome to view clock tower from the lift, late morning would be the best time.</li> <li>• Rain date will be October 15</li> </ul> <p><b>10/14/15 – MKA gave an overview of items observed during the aerial lift inspection, and provided notes. Overall condition of the building is good, but there are items to be addressed in a comprehensive restoration of the building, and some items that are more urgently in need of repair.</b></p> <p><b>MKA will provide image files from photography to the Town for record.</b></p> <p><b>MKA will summarize scope of items that should be immediately addressed, and Town will look to contract with a steeple-jack or roofing company to make repairs this fall. Items include flashing at removed clock sills on East and South elevations, some selective slate replacements, and caulking of the valleys on the East elevation of tower and roof intersections where there are active leaks.</b></p>	<p>MKA</p> <p>MKA</p>
<b>1.7</b>	<b>9/30/15</b>	<p><b>Building User Interviews</b></p> <ul style="list-style-type: none"> <li>• Interviews will be scheduled for sometime following the availability of the existing condition plans. Roberta will help with scheduling. Building department staff is in the building on Tuesdays and Thursdays.</li> <li>• Interviews will held on a staff level, with Commissioners given the opportunity to review the results of the program discussions to confirm.</li> <li>• Building Committee will prepare a list of other potential users of space that may not currently be in the building.</li> </ul> <p><b>10/14/15: MKA would like to interview building user groups and departments during the mornings of 10/20 and 10/22. Committee will notify departments, and Roberta will work out a schedule. MKA will provide sample interview outlines</b></p>	

		to the Committee.	
<b>1.8</b>	<b>9/30/15</b>	<b>Truss Inspection</b> <ul style="list-style-type: none"><li>Structures North inspected a truss condition on 9/28 and found that a block at the top center had fallen out. SN was able to reinstall the block. Town will have a carpenter toe nail the blocking at this location for all trusses to prevent repeat slippage.</li></ul> <b>10/14/15 – Ben Nutter will look at the trusses with a carpenter.</b>	
<b>1.9</b>	<b>9/30/15</b>	<b>Design Schemes for use of Auditorium</b> <ul style="list-style-type: none"><li>Mass Historical Commission will review closely any design schemes for the use of the Auditorium. Elizabeth will contact Paul Holtz to schedule a meeting to discuss options.</li></ul> <b>10/14/15 – MKA will introduce the topic informally to Paul Holtz of MHC in a meeting next week, and invite him to visit Town Hall to review existing features.</b>	
<b>1.10</b>	<b>9/30/15</b>	<b>Next Meeting</b> <ul style="list-style-type: none"><li>Next meeting will be October 14, 2015 at 9:00am at Town Hall</li></ul>	

**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.



## **TOPSFIELD TOWN HALL**

### **Aerial Inspection Notes – 10/08/15**

- Roof:
- Black Monson  $\pm$  10 1/4" x 16" with 7" exposure
  - About 15-20 broken or missing on each roof plane
  - Copper ridge and hip caps have been simplified from what originally was installed on the building
  - Some replaced slates are the wrong size; secured by wire hangers versus nail and babbie. Some have exposed nails, with caulking
  - Snow railing on north side was very secure

Finials and cresting:

- Generally good condition
- Some finials are loose; some have poor waterproofing details
- Clocktower dormers have remaining lead flashings showing that original dormer ridges had a ridge pole.
- Large valleys on west side of tower look like replacements: on east side there are holes in valley flashing (there are active leaks in these valleys that were during a rain storm on Sept 30)

Clock tower:

- window trim at north dormer window is badly deteriorated
- Sills at clocks on the South and East faces were loose, and held mostly by old caulking. We removed the sills due to safety concerns, and this areas should be temporarily flashed soon.
- Tower sidewalls with newer slate installation over siding need improved flashing
- Clock faces are replacement masonite, painted. They are in poor condition.

Weathervane:

- Central rod is loose and needs to be re-secured inside the tower.
- Weathervane rod penetration at roof needs to be flashed/sealed.

Other:

- Large gothic arch at east elevation is deteriorated.
- Flashings over projecting horizontal wood bands are either zinc-coated steel, or not present (this is the case on the south side) All of the projecting wood bands should be flashed with new copper flashings.

### **URGENT WORK TO BE COMPLETED THIS FALL:**

- Selective slate replacements
- Flashing at the 2 removed sills
- Caulking of east valleys in the tower region.