

## **Topsfield Town Hall Building Committee**

October 14, 2015

Chairman Smith called the meeting to order at 9:05 AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Mark Lyons, Elizabeth Mulholland, Ben Nutter (arrive 9:56AM), Josh Rownd and ex-officio members Kellie Hebert, Boyd Jackson. Community Development Coordinator Roberta Knight was also present.

**Visitors:** Dick Gandt, Doug Manley

**Schematic Design Project:** The Committee and Project Manager Doug Manley from McGinley Kalsow reviewed the status of the project which encompassed several elements as follows:

- Test Pit Excavations
- Aerial Lift Inspection
- Building User Interviews
- Truss Inspection
- Design Schemes for use of Auditorium
- Next Meeting

Incorporated herewith as part of the October 14, 2015 Town Hall Building Committee minutes is the attached project minutes by McGinley Kalsow concerning the above listed elements.

Mr. Manley reviewed the findings with photos of the existing conditions of the aerial lift inspection performed on October 8, 2015. For specific details, refer to the attached document, "TOWN OF TOPSFIELD Aerial Inspection Notes – 10/08/15", and incorporated herewith as part of the October 14, 2015 minutes. The Committee discussed in detail with Mr. Manley the three repairs that required urgent attention as follows:

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

**Soil Excavation for Geotechnical Engineering:** The Committee reviewed the McPhail Associates LLC proposes and noted the additional costs for the drill borings for locations #1 and #3 instead of test pit excavated holes. The revised costs to include drilling services for boring excavation would be approximately \$6,500. The cost of the original scope of services for test pit excavation geotechnical engineering was \$3,850. Chairman Smith noted that although there is a contingency budget, there needs to be a review of what other possible change in services would be required. No decision was made at this time and this item would be discussed at next week's meeting as part of a budget summary review of Phase 1.

**Window Restoration Hazardous Materials:** Previously, it was brought to the Committee's attention that based on the 2003 analysis there were trace amounts of asbestos in the one window tested. At this time, Ms. Knight informed the members that she had not received the proposal for another analysis expected from Environmental Health & Engineering Inc. Chairman Smith stated that he would contact them again. This new analysis needs to be done as soon as possible to meet the Window Restoration Project schedule.

**Interviews on Department Program Space Needs:** Project Manager Doug Manley noted that he would be available both Tuesday and Thursday mornings next week to conduct department interviews. Ms. Knight was directed to coordinate an interview schedule and Chairman Smith would draft a memo to the Town Hall employees on the matter.

Member Ben Nutter arrived at 9:56AM and noted that he did go up in the lift and that the roof and exterior was in "pretty good shape" for 140 year old building. However, there were notable areas that would require restoration as part of the total project and some areas would need immediate attention [refer to October 8<sup>th</sup> inspection notes and previous discussion]. It was the consensus that the Committee and administrative staff needed to review the finance options for immediate roof repairs. Ms. Knight would gather information and copies of warrant articles for discussion at next week's meeting. Chairman Smith will work on a project budget summary.

Doug Manley left the meeting at 10:09AM.

**MPPF Project Sign Location:** Ms. Knight queried as to where the project sign would be placed. Ms. Knight was informed that the Committee would like to place the sign in the "triangle" in front of Town Hall for street visibility. Ms. Knight informed the members that the so call triangle was part of the Town Common and would require permission from the Park & Cemetery Commissioners. She would contact the superintendent Steve Shepard as to the procedure.

**Other Exterior Projects:** Ms. Knight noted that she has not received much interest from contractors concerning the front façade project which did not surprise the members since it is a small specialty project. The pre-bid site visit is scheduled for Tuesday, October 20<sup>th</sup>. Ms. Knight noted that the Town is waiting for the contract from Massachusetts Historic Commission for the windows project. She will contact Tracey Fortier as to the status, such that, the expectation is for the Board of Selectmen to sign it on Monday October 19, 2015.

### **Minutes:**

Member Elizabeth Mulholland made the motion to approve the minutes of June 24, 2015 as written; seconded by Chairman Gregor Smith; so voted 2-0-4.

Member Josh Rownd made the motion to approve the minutes of June 24, 2015 as written; seconded by Mark Lyons; so voted 6-0.

Member Elizabeth Mulholland made the motion to approve the minutes of October 7, 2015 as written; seconded by Member Mark Lyons; so voted 6-0.

The meeting was adjourned at 10:27 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 project minutes, dated October 14, 2015
3. TOWN OF TOPSFIELD Aerial Inspection Notes – 10/08/15

*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.
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