

MEETING MINUTES #3

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

Date of Meeting: October 28, 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
 Wendall Kalsow – MK&A
 Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsibility
1.2	9/30/15	<p>Test Pit Excavations</p> <ul style="list-style-type: none"> Will be done through Dave Bond at DPW. Dave will notify Dig Safe. Gregor will coordinate with DPW. MKA should provide a date when McPhail Associates will be available for observation. 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. <p>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 review and decide direction.</p>	

		<p>10/28/15 – Committee approved the revised proposal to add borings. MK&A is working on schedule, but it will most likely be done some day next week. MKA will coordinate with Topsfield DPW to excavate the test pit at the same time that borings are done.</p>	MKA
1.3	9/30/15	<p>Aerial Lift Inspection</p> <ul style="list-style-type: none"> • 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. • Marr Equipment will be providing 150’ aerial lift, scheduled for all day on Thursday, Oct 8. Lift will arrive around 8:00. • Town will arrange to have cars stay out of the spaces closest to Town Hall, and to close off West Common Street. • Committee members are welcome to view clock tower from the lift, late morning would be the best time. • Rain date will be October 15 <p>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.</p> <p>MKA will provide image files from photography to the Town for record.</p> <p>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.</p> <p>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.</p> <p>10/28/15 – MKA will provide a brief scope description for the urgent roof and tower repairs. Also MKA provided photo images of inspection on a CD.</p>	MKA
1.7	9/30/15	<p>Building User Interviews</p> <ul style="list-style-type: none"> • 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. • Interviews will held on a staff level, with Commissioners 	

		<p>given the opportunity to review the results of the program discussions to confirm.</p> <ul style="list-style-type: none"> Building Committee will prepare a list of other potential users of space that may not currently be in the building. <p>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 to the Committee.</p> <p>10/28/15 – MKA conducted most of the user interviews on 10/20 and will complete the interviews today.</p>	
1.8	9/30/15	<p>Truss Inspection</p> <ul style="list-style-type: none"> 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. <p>10/14/15 – Ben Nutter will look at the trusses with a carpenter.</p> <p>10/28/15 – Ben is getting a proposal for the work.</p>	
1.9	9/30/15	<p>Design Schemes for use of Auditorium</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>10/28/15 – MKA met with Paul Holtz at MHC on October 20. Notes from the meeting are attached here.</p>	
3.1	10/28/15	<p>Historic photos of 2nd floor</p> <p>Town will reach out via Facebook and possibly newspaper to ask the public whether any historic photos of the Auditorium exist.</p>	Town
3.2	10/28/15	<p>Needs Study for the Council on Aging</p> <p>The UMASS Gerontology report for the Council on Aging is due to be finished in December. Since this may contain useful information on the Council's needs that can be incorporated into the Town Hall study, it would be good to</p>	

		get a draft copy of the report as soon as possible.	Town
3.3	10/28/15	Trees and ball field west of Town Hall Town will investigate whether the trees or ball field have memorial significance, as they may require relocation or removal (for the trees) for a new addition	Town
3.4	10/28/15	Coordinating with Potential Schoolhouse Relocation Boyd Jackson will forward to MKA a site plan sketch that shows a possible location that has been proposed for relocation of the one room East School adjacent to Town Hall.	Town
3.5	10/28/15	Auditorium Discussion Attendees discussed thoughts on the best use of the Auditorium space. Among the points presented: <ul style="list-style-type: none"> • Mass Historical Commission has said that it would not approve a permanent subdivision of the auditorium for office use – but that workstation partitions that preserve the volume of the space would be acceptable. • Schematic designs should look at an option for a multi-purpose meeting room in the auditorium space. In this scenario, an addition would most likely be required to accommodate Town Hall administration space needs. • Also in the auditorium/meeting space scenario, design should consider adjacent chair and table storage and possibly a heat and serve kitchen. • There may be good opportunities to serve Council on Aging activity needs in a multi-purpose space. 	
3.6	10/28/15	Next Meeting <ul style="list-style-type: none"> • Next meeting will be November 12, 2015 at 9:00am at Town Hall 	

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

MEETING MINUTES

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

Date of Meeting: October 20, 2015

Attendees: Paul Holtz – Massachusetts Historical Commission
Wendall Kalsow – MK&A

Meeting Summary

We had a meeting scheduled with Paul Holtz at MHC to review another of our town hall projects and spent about 20 minutes talking about the Topsfield Town Hall and reviewed photographs as well as the existing plans and elevations. This was clearly a preliminary review discussion, but the following comments are general guidance that we should be aware of as we move forward in developing schematic alternatives:

1. No objection to replacing the existing brick foundation wall with new similar brick if this is needed to lower the Basement floor level and make the building more water-tight and functional.
2. The key historic interior spaces are the grand stairway and the volume of the auditorium. We talked about both the current stage arrangement and the earlier, smaller thrust stage design. It seemed like either option would be acceptable to MHC.
3. An addition to the rear wall of the town hall would be the preferred location for an addition, if needed. An addition to the rear of the South Elevation could also be considered.
4. Paul was very supportive of replicating the side stairs to the front portico and will support an MAAB variance application for this important historic entrance.
5. We discussed the potential of a primary, fully-accessible entrance to the new Ground Floor at a link to a rear addition. Paul was very comfortable with this type of approach to improving accessibility.
6. MHC is always supportive of accepting either interior or exterior storm windows.
7. Replacement of the existing concrete block chimney was encouraged.

Paul Holtz's comments were very consistent with MHC's application of the Secretary of the Interior Standards. We will plan to incorporate these comments as we work with you to develop schematic plans to meet your programmatic needs.