

Topsfield Town Hall Building Committee

October 28, 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 and Josh Rownd and ex-officio member Boyd Jackson. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt, Wendall Kalsow, Doug Manley

Auditorium Discussion with Mass Historic: Mr. Wendall Kalsow informed the members that he had a preliminary discussion with preservationist Paul Holtz of the Massachusetts Historical Commission, and reviewed photographs as well as existing plans and elevations. At this time, Wendall Kalsow made an executive summary relative to his meeting with Paul Holtz of the Massachusetts Historical Commission. He then reviewed the comments and general guidance provided by Mr. Holtz that the members should be aware for developing the schematic alternatives. The most important piece of information gained for the project is that Mass Historic Commission has stated 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.

Mr. Kalsow informed the Committee that Paul Holtz’s comments were very consistent with MHC’s application of the Secretary of the Interior Standards over the past twenty years. He noted that Mr. Holtz was receptive to the reuse of the basement for office space and as such had no objection to replacing the existing brick foundation wall in order to lower the basement floor and make the building more water-tight and functional for office space and permanent storage. MHC would prefer any addition be located at the rear of the building and second preference at the rear left side. Any addition needs to be subservient to the original structure. MHC would support the restoration of the front side stairs of the historic front entrance and would support a variance request to Architectural Access Board. The replacement of the brick chimney was encouraged. There was support of either option for the stage design.

Incorporated herewith as part of the October 28, 2015 Town Hall Building Committee minutes is the attached meeting minutes for the October 20, 2015 meeting with Paul Holtz of the Massachusetts Historical Commission and Wendall Kalsow of MK &A by McGinley Kalsow. Refer to list of comments for consideration in design alternatives.

Schematic Design Project: The Committee and Project Manager Doug Manley and Principal Wendall Kalsow 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
- Historic Photos of 2nd Floor
- Needs Study for Council on Aging
- Trees and ball field west of Town Hall
- Coordinating with Potential schoolhouse relocation
- Auditorium Discussion
- Next Meeting

Incorporated herewith as part of the October 28, 2015 Town Hall Building Committee minutes are the attached project minutes by McGinley Kalsow concerning the above listed elements.

Space Programming: Project Manager Doug Manley noted that he used an interview questionnaire as the agenda for the conversation relative to department space needs with department heads and their respective staff. The information obtained included:

1. No significant need for growth in personnel, part-time staff to full-time staff; no big increase in desks, workstations;
2. Need for private conversation by department heads either within the larger department office space or close shared conference space;
3. Demand high for conference room space;
4. Adjacency works well;
5. Storage improvement with high density storage areas as an example

Council on Aging: A long discussion followed relative to the program and space needs of the COA. Mr. Manley noted that the three (3) office desks were occupied all the time either by part-time staff or volunteers. Mr. Kalsow queried as to the status of the Assessment Needs Study and requested Ms. Knight to see if information might be available as early as December 1st.

At this time, Community Development Coordinator Roberta Knight stated that the schematic design should incorporate the program and administrative needs of the COA since there was no other viable municipal space to locate the Council. At minimum, the administrative offices should be housed within the Town Hall and the statement attributed to the COA that they do not care where they are located, only that the offices and program space should be in the same location is an invalid premise. There is no public or organizational support from town leaders or the Friends at this time for a 'senior

center”; however there are administrative space needs to meet ADA requirements and minimal space needs for program space.

Mr. Kalsow responded that at least draft information by the consultant would be useful to determine methodology of the focus groups for the assessment of needs. The program plan should define a middle ground to address senior needs and setting expectations.

Auditorium Use: The members commenced a lengthy discussion relative to the use of the auditorium. Chairman Smith noted that he was not in favor of mixing office, meeting, conference space for boards and performance space within the auditorium. The discussion continued noting various options of dividing space within the auditorium and stage area for conference space.

Member Mark Lyons stated that the Committee should not understate the state requirements relative to the auditorium space. This directive would go a long way to justify an addition such that the schematic design plan would not be perceived as frivolous; further Mr. Lyons noted that the auditorium space needs to have a daily function.

Member Ben Nutter stated that the Committee needs to follow due diligence and look at all options and the possible use of the sides of the stage. A rational approach would be required for a possible rear addition that would also impact the school property.

Member Mark Lyons informed the Committee that he had a discussion with Superintendent Creeden who would like to meet with the Committee sooner than later to discuss the possible building addition and the possible relocation of the 1 room school house.

Ms. Knight stated that she would follow up on getting copies of the deeds and town meeting action to see if there may be any restrictions on use.

Member Peter Bryson left the meeting at 10:30AM.

Front Façade Bid Opening: At 10:30AM, Architect Richard Smith joined the meeting for the bid opening of the Front Façade Restoration Project. Ms. Knight stated that there was only one bid from contractor Joseph Napolitano of Gloucester. The single bid was for \$27,400.00 and that the project work would take place in early spring. Since Mr. Napolitano is a preservation contractor who is known to both the project architect and members of the Committee, it was the consensus of the members not to reject the bid and work with Mr. Napolitano. The Committee requested that Mr. Smith contact Mr. Napolitano to check to see if he could do some of the temporary seal up repairs found during the aerial lift inspection.

Member Josh Rownd made the motion to accept the bid proposal dated October 25, 2015 of Nepco Inc. (Joseph Napolitano, sole owner) in the amount of \$27,400 and recommend the award to the Board of Selectmen; seconded by Member Ben Nutter; so voted 5-0.

The meeting was adjourned at 10:42 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. Meeting minutes for the October 20, 2015 meeting with Paul Holtz of the Massachusetts Historical Commission and Wendall Kalsow of MK & A
3. McGinley Kalsow project minutes, dated October 28, 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.
