

Topsfield Town Hall Building Committee

November 4, 2015

Chairman Smith called the meeting to order at 9:02 AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Ben Nutter and Josh Rownd and ex-officio members Boyd Jackson and Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Minutes:

Member Ben Nutter made the motion to approve the Minutes of March 4, 2015 approved as written; seconded by Member Josh Rownd; so voted 1-0-3.

Member Ben Nutter made the motion to approve the Minutes of October 21, 2015 approved as written; seconded by Member Josh Rownd; so voted 4-0.

Member Ben Nutter made the motion to approve the Minutes of October 28, 2015 approved as amended; seconded by Member Josh Rownd; so voted 4-0.

Borings Investigation: Chairman Smith noted that the geological investigation t would be conducted tomorrow morning, Thursday November 5th.

Window Hazardous Materials Testing: Chairman Smith noted that the testing would be performed today.

Front Façade Project: At this time, Ex-officio Member Boyd Jackson reported that he, Elizabeth Mulholland, Bill Finch and Joe Napolitano inspected the front façade and went up in the clock tower. Mr. Napolitano will commence the façade repairs this week by taking out the three top windows and the removable window above the front porch, replace with plywood and seal the windows to prevent water leakage and wind entering the building.

The inspection up into the clock tower was the day after significant rainfall. There was no evidence of water leaking into the area. The water enters the building only as a result of a particular wind direction which does occur approximately 3 or 4 times a year. The water does dry out and there is no evidence of dry rot. The sash area was dry and could be sealed with a bead of caulking from the inside. Bill Finch recommended that no caulking of the pinholes in the slate valleys should be done since this may cause water to build up causing dry rot.

Based on Bill Finch's recommendation, the cost of doing temporary repairs since a lift would be required due to the steepness of the roof and leakage only occurring 3 to 4 times a year, temporary repairs did not seem cost effective to the Committee. It was the consensus of the Committee not to move forward with any temporary repairs, and place the scope of work into the restoration project. If the town does not approve the restoration of the building, then a separate project would be proposed to permanently address these problems.

Marketing Strategy: Chairman Smith recommended that the Committee schedule the meeting of November 18th to discuss marketing strategy (methods and themes) with Martha Morrison. The Committee needs to get the message out early in this process to the residents.

Deeds And Warrant Articles: At this time, Chairman Smith noted the importance to build consensus for the project and establish a dialogue with the school department. For planning purposes and the consideration of options, there may be a need to utilize property under the jurisdiction of the school for septic and parking and possibly for an addition. Chairman Smith announced that the Superintendent and Chairman of the School Committee will be attending next week's meeting.

Member Mark Lyons noted that he has had a discussion on the Town Hall Project and the possible impact on school controlled property with Superintendent Creeden and School Chair Gordon Spater. He also informed the Committee members that he had contacted a title attorney to research the plan referred to in the original 1928 deed for the school property. There is no recorded plan as referenced in the deed.

Survey of Town Hall and School Property: The Committee then discussed the proposal by Paul Donohoe for a site survey of the Town Hall Property and the abutting School Property in the amount of \$8,500. It was the consensus of the Committee to pursue this work for a registered survey. As to funding, the Committee would further discuss at next week's meeting. As to what town entity controls which lots may require a legal opinion further into the process.

At 10:10AM, Selectman and ex-officio member Martha Morrison arrived and contributed to the conversation noting that in the past there had been planning proposals put forth concerning the elimination of High Street extension for improved parking. She also noted that the Town Hall and the Common area were carved out of the town's common land. Streets were added where access paths had been made.

Chairman Smith noted that the Committee had previously discussed the need for a marketing strategy to be developed for the project and that the meeting of November 18th was set aside for this discussion. Ms. Morrison noted her availability to attend and that she proposed asking Jean Pickering, the web consultant, to also attend.

The meeting was adjourned at 10:24 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

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.
