

## **Topsfield Town Hall Building Committee**

November 12, 2015

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

**Visitors:** Dick Gandt, Wendall Kalsow, Doug Manley

**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/Emergency Repairs
- Truss Inspection
- Historic Photos of 2<sup>nd</sup> Floor
- Needs Study for Council on Aging
- Trees and ball field west of Town Hall
- Coordinating with Potential schoolhouse relocation
- Auditorium Discussion with Superintendent Creeden
- Programming Update
- Next Meeting

The consultants also presented the Committee with a set of plans dated November 11, 2015 of the existing conditions of each level. A sketch of a section of the foundation wall which meets the basement cement floor with no underpinnings was also presented. This poses a problem for lowering basement floor which may make this option cost prohibitive.

Incorporated herewith as part of the October 28, 2015 Town Hall Building Committee minutes are the attached project minutes #4 by McGinley Kalsow concerning the above listed elements.

**Structural Inspection:** Mr. Manley informed the Committee that the structural inspection was being performed this morning by Structures North.

**Site Survey:** The Committee then informed the consultants that they planned to move forward with the site survey as proposed by Paul Donohoe, the principal of Donohoe Survey. Member Ben Nutter noted that he has had a conversation with Mr. Donohoe and his proposal would cover all features with the exception of topo graphics. In particular, Mr. Nutter noted that the property line between Proctor School and Town Hall, the edge of pavement with the ballfield and the off-set of the 2 rear corners would be shown on the plan. Mr. Nutter then called Paul Donohoe who stated that he could start immediately;

however, the completion of the survey would take six (6) weeks. Ms. Knight stated that she would draft immediately after the meeting a recommendation for the Selectmen's November 16<sup>th</sup> meeting for the award of the contract.

**Temporary Repairs:** Consultant Water Kalsow queried as to the status of the temporary repairs that were discussed at the last attended meeting. Selectman Jackson and Member Elizabeth Mulholland responded that based on their discussions and inspection with contractor Paul Napolitano and consultant Bill Finch, it was decided based on their joint recommendation that no temporary repairs would be made at this time since caulking could possible cause water ingestion and possible dry rot. Also the cost of the lift for this work is expensive. It was the consensus of the Committee that the repairs would be done as part of the major project. If the town meeting does not approve the funds to proceed with the restoration, then the roof/clock repairs would be scheduled next summer as a separate project.

**Discussion with Superintendent Bernard Creeden:** At this time, Chairman Smith introduced Superintendent Creeden to the members and consultants and thanked the Superintendent for joining the committee to discuss this project which may have an impact on school property and access. Chairman Smith further noted that the Committee's intention is for a collaborative process with the school department.

The consultants noted that they would be exploring design options and have drawing options to discuss within two weeks with more definitive plan in December. Any proposed addition options would be to the back or on the rear south side of building facing Proctor School.

Superintendent Creeden noted that the school uses the field for physical education and recess. The fields are used by outside groups. The field closest to the school is usually used for practice for the younger youth players.

Superintendent Creeden stated that he would get the Committee information on the septic system, trenches and electrical lines.

**Town Hall Windows:** Chairman Smith informed the Committee that the environmental testing of the windows has verified that there is asbestos present in the putty at over the normal acceptable limits. PCB testing is being performed this morning.

**Update on Front Façade:** Ms. Knight noted that the Selectmen had approved the award of the contract and Paul Napolitano would be in today with a signed contract, insurance certificate and W-9. Work should commence next week with the removal of the four designated windows.

The meeting was adjourned at 10:37 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. Existing Conditions Plans dated November 11, 2015
3. Foundation Drawing

*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.