

## **Topsfield Town Hall Building Committee**

November 18, 2015

As there was not a quorum present, individuals provided updates for informational purposes only, commencing at 9:15 AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, ex-officio member Boyd Jackson. Community Development Coordinator Roberta Knight was also present. Also present were Dick Gandt and Consultant Richard Smith.

Gregor Smith informed those present that all samples taken by Environmental Health & Engineering showed asbestos in the glazing compound. They would be back in the building today to take samples for PCB testing.

Richard Smith informed the group that he had a discussion with Alison Hardy on how to handle the abatement for restoration. Ms. Hardy had discussed with him the process used at Beverly City Hall where the windows were abated and restored as part of a larger project. NG Environmental worked with Alison Hardy in an arrangement where NG removed the windows and dealt with containment. They brought the windows to Alison's shop and used her steam box to soften the glazing compound to remove it there. They also dealt with the lead paint. The waste products were bagged and disposed of by NG, and the sashes were turned over to Ms. Hardy for restoration and reinstallation. The removal process took two men approximately 8 hours to complete. Richard Smith also stated that he would contact Tracy Fortier at Mass Historic to let her know about the asbestos issue and the delay in the project. He would also contact NG Environmental to get a cost estimate for the asbestos abatement.

Gregor Smith noted that he would contact EH&E Inc. relative to obtaining a cost estimate for a removal scope of work.

Roberta Knight stated she would check on relevant procurement procedures and requirements.

Informational presentations ended at 10:00 AM.

Roberta M. Knight,  
Community Development Coordinator