

**Topsfield Town Hall Building Committee
Town Hall Conference Room
December 2, 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 members Boyd Jackson, Martha Morrison and Kellie Hebert. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt, Wendall Kalsow, Doug Manley, Bill Quinn

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:

- Geological Report from McPhail
- Preliminary Space Planning Schemes
- Status of Generator

The consultants also presented the Committee with the results of their space study dated October 2015. The MKA space study determined that the proposed space program would not fit within the existing building footprint, and that an addition would be required. MKA then presented the Committee with three (3) planning schemes. Refer to submitted Space Scheme Plans A, B, and C dated November 11, 2015, Project No.1758.

Incorporated herewith as part of the December 2, 2015 Town Hall Building Committee minutes are the attached project minutes #5 by McGinley Kalsow concerning the above listed elements.

McPhail Report: Project Manager Doug Manley noted that the groundwater was determined to be 7 ½ to 10 feet below grade or 5 to 6 feet below the existing basement floor. Water infiltration to the basement is run-off water that seeps through the unmortared fieldstone foundation. Refer to the McPhail report for the specific details of the geological testing.

Space Planning Schemes: The MKA project team gave an extensive presentation relative to the three (3) planning schemes. Each scheme was reviewed by the Committee with comments and recommendations for revisions. Refer to the MKA project minutes for detailed information. The three planning schemes included: Scheme (A) a 1,500 s.f. addition at the rear of the building for elevator and stairs; Scheme (B) a 3 floor 6,400 s.f. addition at the rear of the building; and Scheme (C) a 3 floor 6,000 s.f. addition on the south side of the building.

Included in the discussion was the need to replace the current generator with a exterior generator appropriately sized for the renovated building. The Committee also discussed the Proctor School Generator. Member Ben Nutter noted that he remembered that when that generator was installed, he believed that it was sized such that Town Hall would be able to tie into it for emergency power. Ex-officio Member Boyd Jackson volunteered to contact Steve Clifford, the School Facility Director, on the matter.

Window Abatement Issue: Chairman Smith informed the members that he had contacted an associate at the Peabody Essex Museum that had similar work done on window restoration for its buildings to discuss the contractual procedure used in the Museum's window restoration projects. Further, he contacted Window Master, located in New Hampshire, that did a successful restoration project at the Museum in which they took the lead and worked with the abatement contractor as their sub.

Accordingly, the Town could proceed with this project in two ways: (1) two separate contracts or (2) one contract with the window restorer taking the lead. The Chair also noted that the scale and nature of the asbestos is such that it can be abated off site. Consultant Richard Smith's specifications can address this issue, and referred to Adams & Smith's cost estimate for abatement at \$16,000. Although PCB's were found, it was at such a low level that it would not be an issue. Chairman Smith advocated that the Committee proceed with one (1) contract with the window restorer as the lead and the abatement contractor as a sub. Proceeding in this manner, the Town would not need the services of Environmental Health & Engineering Inc. for abatement oversight monitoring.

The meeting was adjourned at 10:58 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. KBA Space Needs Study dated October 2015
3. KBA Space Plan Schemes A, B, and C dated November 11, 2015, Project No.1758.
4. Adams & Smith Window Restoration Cost Estimate
5. Environmental Health & Engineering Proposal
6. McPhail Geological Investigative Report

Approved as written at the March 30, 2016 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.