



MEETING MINUTES #4

Project: Topsfield Town Hall Renovation and Historic Preservation
Phase I Schematic Design

Date of Meeting: November 12, 2015

Attendees: Gregor Smith – Building Committee, Chair
Roberta Knight - Building Committee
Josh Rownd - Building Committee
Ben Nutter - Building Committee
Elizabeth Mulholland - Building Committee
Mark Lyons - Building Committee
Boyd Jackson – Topsfield Selectman
Bernard Creeden – School Superintendent
Wendall Kalsow – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsibility
1.2	9/30/15	<p>Test Pit Excavations</p> <ul style="list-style-type: none">• Will be done through Dave Bond at DPW. Dave will notify Dig Safe. Gregor will coordinate with DPW.• MKA should provide a date when McPhail Associates will be available for observation.• MKA provided a site plan indicating where 3 pits should be dug. Pits were selected to avoid disturbing asphalt or shrubs, while providing useful subsurface info. Pits should be backhoe bucket sized. <p>10/14/15 – With the Dig Safe markings in place, DPW is concerned about digging near the gas line on the north side, and near unmarked foundation drain lines on the west side, and recommended soil borings in those locations in lieu of excavation. MKA provided a revised proposal from McPhail Associates that includes boring. MKA and McPhail would still want to have a test excavation on the south side of the building, and borings would give McPhail valuable information for footing and drainage design. Boring rig needs about 2 week lead time notice due to their current workload. Committee will review and decide direction.</p>	

		<p>10/28/15 – Committee approved the revised proposal to add borings. MK&A is working on schedule, but it will most likely be done some day next week. MKA will coordinate with Topsfield DPW to excavate the test pit at the same time that borings are done.</p> <p>11/12/15 – Test pit was dug by DPW and 3 borings were done with McPhail Associates on 11/5. Test pit showed loose laid pyramidal foundation wall to the depth of basement slab. No ground water was encountered in the test pit. Borings indicated water at about 2 to 5 feet below foundation. Initial impression for the geotechnical engineer is that the water infiltration into the basement may be from rain run-off penetrating the basement wall. A full report from the McPhail, with lab results, will be submitted next week.</p>	MKA
1.3	9/30/15	<p>Aerial Lift Inspection</p> <ul style="list-style-type: none"> • Conversation with Bill Finch and Richard Smith confirmed that an up-close, hands-on aerial inspection of roof conditions would be useful, and has not been done recently. • Marr Equipment will be providing 150' aerial lift, scheduled for all day on Thursday, Oct 8. Lift will arrive around 8:00. • Town will arrange to have cars stay out of the spaces closest to Town Hall, and to close off West Common Street. • Committee members are welcome to view clock tower from the lift, late morning would be the best time. • Rain date will be October 15 <p>10/14/15 – MKA gave an overview of items observed during the aerial lift inspection, and provided notes. Overall condition of the building is good, but there are items to be addressed in a comprehensive restoration of the building, and some items that are more urgently in need of repair.</p> <p>MKA will provide image files from photography to the Town for record.</p> <p>MKA will summarize scope of items that should be immediately addressed, and Town will look to contract with a steeple-jack or roofing company to make repairs this fall.</p> <p>Items include flashing at removed clock sills on East and South elevations, some selective slate replacements, and caulking of the valleys on the East elevation of tower and roof intersections where there are active leaks.</p>	

		<p>10/28/15 – MKA will provide a brief scope description for the urgent roof and tower repairs. Also MKA provided photo images of inspection on a CD.</p> <p>11/12/15 – Town looked at conditions with Joe Napolitano and decided to postpone exterior repairs for this fall, due to difficulty in accessing the work. Napolitano will provide temporary caulking repairs to clock sills from the interior.</p>	
1.8	9/30/15	<p>Truss Inspection</p> <ul style="list-style-type: none"> Structures North inspected a truss condition on 9/28 and found that a block at the top center had fallen out. SN was able to reinstall the block. Town will have a carpenter toe nail the blocking at this location for all trusses to prevent repeat slippage. <p>10/14/15 – Ben Nutter will look at the trusses with a carpenter.</p> <p>10/28/15 – Ben is getting a proposal for the work.</p>	
3.1	10/28/15	<p>Historic photos of 2nd floor</p> <p>Town will reach out via Facebook and possibly newspaper to ask the public whether any historic photos of the Auditorium exist.</p>	Town
3.2	10/28/15	<p>Needs Study for the Council on Aging</p> <p>The UMASS Gerontology report for the Council on Aging is due to be finished in December. Since this may contain useful information on the Council's needs that can be incorporated into the Town Hall study, it would be good to get a draft copy of the report as soon as possible.</p> <p>11/12/15 – Council on Aging will have a draft report by December 1.</p>	Town
3.3	10/28/15	<p>Trees and ball field west of Town Hall</p> <p>Town will investigate whether the trees or ball field have memorial significance, as they may require relocation or removal (for the trees) for a new addition</p> <p>11/12/15 – Committee discussed whether the small baseball diamond to the west of Town Hall could be slightly relocated or rotated. Steve Shepherd of the Parks Commission should be asked about this.</p>	
3.4	10/28/15	<p>Coordinating with Potential Schoolhouse Relocation</p> <p>Boyd Jackson will forward to MKA a site plan sketch that shows</p>	

		a possible location that has been proposed for relocation of the one room East School adjacent to Town Hall. 11/12/15 – At the moment, relocation of the East School to the Proctor School site seems unlikely.	
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NEW BUSINESS

4.1	11/12/15	Update for Dr. Creeden Committee updated Dr. Creeden with potential plans for an addition and the impact on current parking and traffic circulation for the Proctor School and Town Hall. Committee will ask the Board of Selectmen to approve a proposal for a site survey, to identify the property line location. Dr. Creeden will provide drawings that identify the school's septic system (and reserve) location. The Committee will keep the School Department updated as the Town Hall schematic plans develop.	
4.2	11/12/15	Programming Update With measurements taken of the Library Meeting Room and the Proctor School Library Meeting Room today, MKA now has compiled all of the program data that is needed, and conclusions will be drawn on existing and proposed space.	MKA
4.3	11/12/15	Next Meeting <ul style="list-style-type: none">• Next meeting will be November 25, 2015 at 9:00am at Town Hall	

Please review minutes. These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.