



MEETING MINUTES #5

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

Date of Meeting: December 2, 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
Peter Bryson – Building Committee
Boyd Jackson – Topsfield Selectman
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> <p>12/2/15 – MKA reviewed the geotechnical report from McPhail. Report concluded that water table should not be a problem with addition, and that conventional spread footings should be adequate. Water infiltration to the basement is run-off water that seeps through the unmortared field stone foundation. MKA will distribute an electronic copy of the report.</p>	MKA
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> <p>12/2/15 – Final edits are being made to the COA report and it should be available soon.</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> <p>12/2/15 – Steve Shepherd confirmed that the Parks Commission, not the school, controls the ballfield.</p>	
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NEW BUSINESS

5.1	12/2/15	<p>Site Survey Selectmen approved the proposal from Donohoe Survey, and field work has been started. MKA will contact Donohoe to check progress and get a timetable for drawing.</p>	
5.2	12/2/15	<p>Review of Preliminary Space Planning Schemes MKA present 3 schemes for space layout. MKA space study determined that the proposed space program will not fit within the existing building footprint, and that an additional will be required. The 3 schemes each showed an addition. Committee provided review comments, summarized as follows:</p> <p>Scheme A: featured a 1500 s.f. addition at the west end of existing Town Hall, for elevator and stairs. 2nd floor was returned to multi-purpose meeting space, and basement was developed to accommodate current 2nd floor departments. Committee felt that this scheme did not solve space needs and adjacencies well, so this scheme will not be further developed.</p> <p>Scheme B: featured a 3 floor, 6400 sf. Addition at the west end of existing Town Hall. Accessible entry is provided on north side, and only a 400 s.f. part of the basement requires lowering of floor slab. The existing 2nd floor was returned to a multi-purpose meeting room. Committee felt that this scheme would probably work best massing-wise as an addition.</p> <p>Scheme C: featured a 3 floor, 6000 sf addition on the south side of the building. Accessible entry is provided on the west end of the building, and the scheme required a partial development (including slab lowering) at the existing basement. The existing 2nd floor was returned to a multi-purpose meeting room. Committee thought that the space adjacencies worked better in this scheme, but that building massing might not be as good as Scheme B.</p> <p>MKA will further develop Schemes B and C for the 12/16 meeting, and will respond to general comments from the</p>	

		<p>Committee review, such as:</p> <ul style="list-style-type: none">• Look at providing an open stair to connect ground floor and 1st floor• Look at increasing size of Scheme B to a 47' addition to improve some circulation and relieve congestion.• Offices need to be provided for future Finance Director and Planning and Zoning Director.• Look at positioning Selectmen's Office as the "reception" space• Look further at an entry from the parking spaces on the south side of the building, which may come into increased use with meetings and activities on the second floor.• Look at relocating the Town Clerk vault to improve size and ease congestion at the southeast corner of the building.	MKA
5.3	12/2/15	Generator Generator should be outside of the building. Town will investigate and report whether the recently installed Proctor School generator was sized for possible tie-in with Town Hall.	MKA
5.4	12/2/15	Next Meeting <ul style="list-style-type: none">• Next meeting will be December 16, 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.