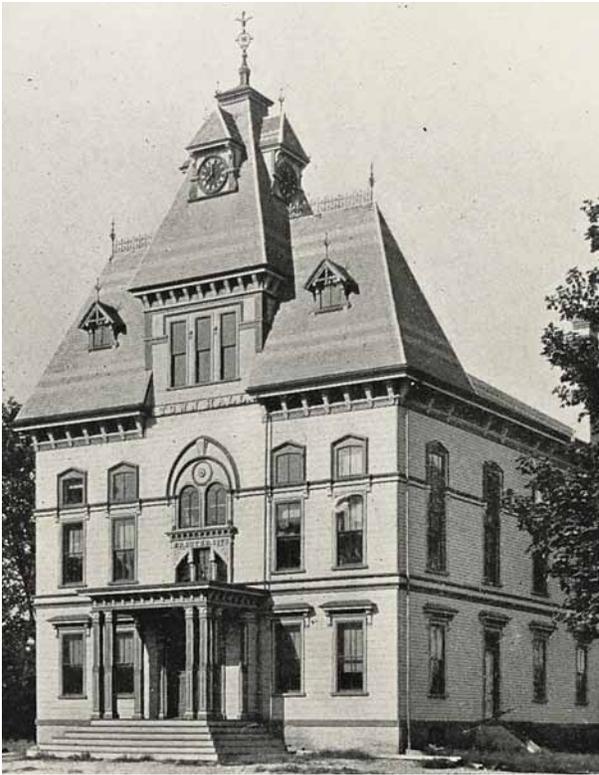


**Historic Photo 1:** Undated historic photograph showing the original roof with patterned and multicolored slate bands. The entry porch has additional columns (a cluster of three rather than the current two columns at the front corners), as well as a three sided stair.



**Historic Photo 2:** Historic photo with celebratory bunting.



**Historic Photo 3:** Historic photo from an undated postcard.



**Photo 1:** Front (east) and north side facades.



**Photo 2:** Rear (east) and south side facades. The chimney was recently rebuilt with cement block. The arrow points to a window that replaced an original door that is visible in historic photo 1.



**Photo 3:** Front (east) facade. All the rusticated boarding on this facade was replaced in 2003 with western red cedar over battens to create an air space behind the siding. The siding remains in good condition other than worn paint.



**Photo 4:** Rear (west) facade. All the clapboards were replaced in 2003. The bricks at the foundation of this facade have numerous open or otherwise defective joints and should be 100% cut and repointed with a high lime mortar compatible with the relatively soft brick used in the foundation. Refer to photo 15 for a detailed view.



**Photo 5:** North facade. All the clapboards were replaced in 2003. There are numerous defective mortar joints in the access ramp that need to be cut out and repointed as well as some in the foundation.



**Photo 6:** South facade. Clapboards are original; no work was done to this facade in 2003. The foundation has some areas of open mortar joints that need to be cut out and repointed.



**Photo 7:** Front entry porch. The deck and trim on the columns were redone in 1995 ???



**Photo 8:** Many of the trim elements are rotting.



**Photo 9:** Some of the trim on the lower portions of the columns are rotting.



**Photo 10:** Windows # 22, 23, & 24 above the front entry porch roof. The bases of the window frames have serious deterioration issues where they sit on the sill, and the related flashings are improperly installed.



**Photo 11:** Ceiling in front entry hall above the front door has water damage from chronic leaks that appear to stem from the defective flashings and woodwork at the window directly above that is shown in photo #10. The leaks occur only during prolonged periods of wind driven rain.



**Photo 12:** Turned base to the pilaster between windows 23 & 24 has splits and weather checks that allow water penetration under and behind it. Caulking at its bottom traps any water that gets behind it.



**Photo 13:** Turned base to the pilaster between windows 22 & 23 removed showing rotted wood on the right side behind it along with water that had leaked in. The arrow points to where the flashing is not turned up allowing water to get into wall under the window and the hall ceiling below.



**Photo 14:** Interior side of window 23, which is removable from the interior to access the entry porch roof. The arrow points to its severely rotted lower corner.



**Photo 15:** Detail of window 23 showing its badly rotted lower corner. The rot seems to be from a combination of water running down its stile and leaks from the turned base shown in Photo 13.



**Photo 16:** Detail of the bottom of the right side jamb of window 23 showing wet and rotted wood (white arrow) and poor flashing detail (black arrow) that allows water to flow behind the flashing and into the structure below.



**Photo 17:** Windows 42 and 43 and related trim. The window sash remain reasonably sound with minor glazing defects.



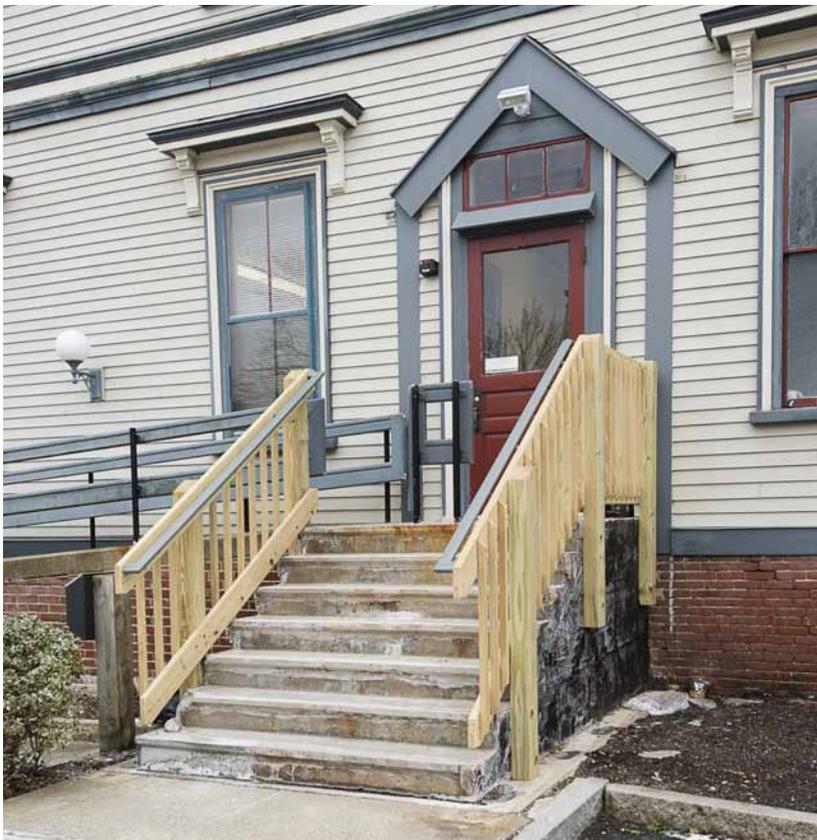
**Photo 18:** Arched trim above window 42 has substantial cracks, probably started by rusting nails. The outer trim is substantially worse than the inner one. The turnings below the trim appear to be sound and are capped with copper.



**Photo 19:** The turned bases to the pilasters have developed cracks and weather checking, but the sloped copper cladding on the sill prevents any leaking water.



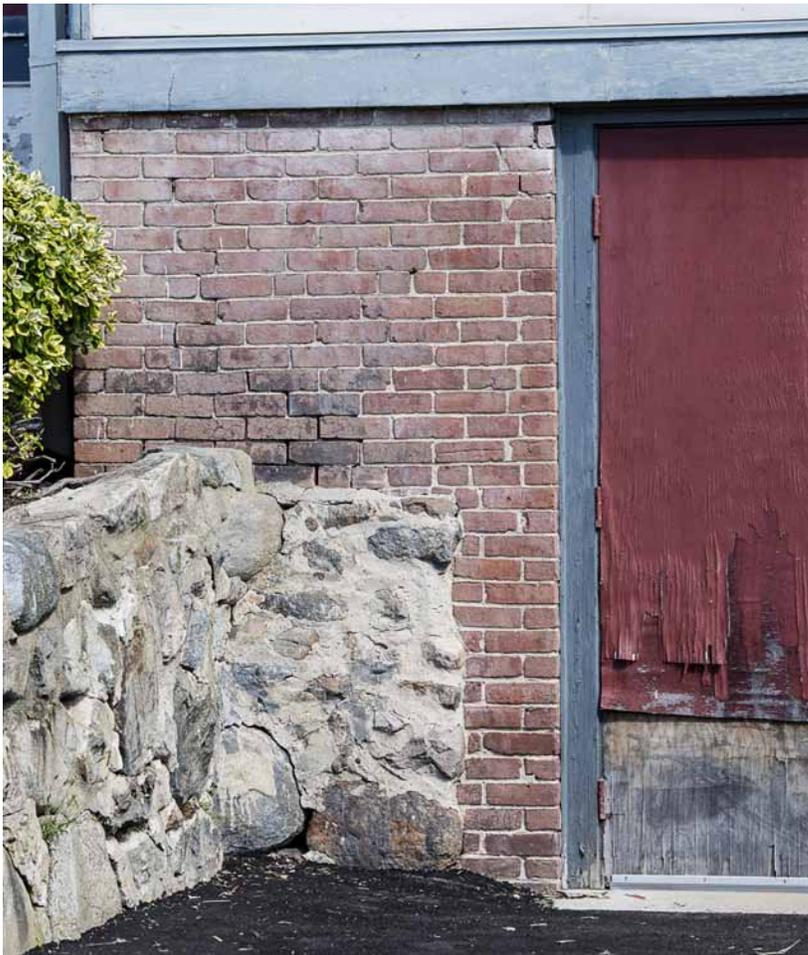
**Photo 20:** The westerly entry “doghouse” porch that was installed in 1995 (??) shows extensive rot of both trim and framing causing it to be removed last December due to concerns it might collapse under heavy snow. The easterly doghouse is only slightly better and will likely be removed this spring.



**Photo 21:** Temporary replacement for the westerly doghouse.



**Photo 22:** Defective mortar joints at the access ramp.



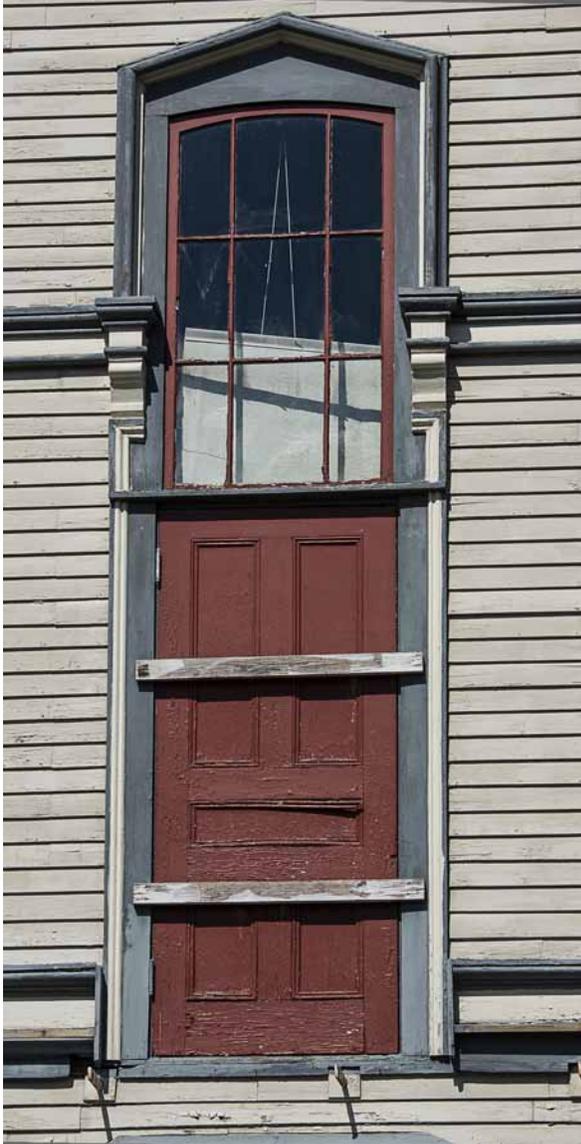
**Photo 23:** Typical area of defective mortar joints on the rear facade foundation. The deteriorated plywood door has been replaced with a modern metal door since this photo was taken.



**Photo 24:** Clapboards on south side facade were not replaced in 2003. They have extensive paint failure and some splits at the butt joints. They appear to be original. The lower belt course is clad with sheet metal that still appears to be serviceable. The upper one is not clad (see photo 25).



**Photo 25:** Top surface of upper belt course on south side has extensive paint failure and moderate weather checking. A few areas have deeper weather checking. Despite the checking, the wood remains sound and hard, including within the checks.



**Photo 26:** South facade window #34 with obsolete egress door having replaced the lower sash. In 2003 this window area was left as is without the repairs done to the other facade pending the development of plans for an addition to this side. Planning for a possible addition has recently been revived.

#34



**Photo 27:** Egress door from a south side office on the first floor. The lower panel of the door is developing splits at its laminations.



**Photo 28:** Overview of the front facade tower roofs. The slate is black Monson that is largely in good condition. The gutters were replaced in 2002. The arrows point to defects shown in the following photographs. The horizontal shadow line at the base of the slates four courses up from the gutter reflects the limit of slates removed and reinstalled to replace the gutter in 2003. It is not a defect.

**Photo 29:** Copper flashings at the closed valley marked with the yellow arrow in photo 28 appear to be worn with areas of holes (arrow). Leaks appear on the roof sheathing in the attic only during periods of prolonged heavy rain with strong NE winds. See photo 87.



**Photo 30:** Rotted area of wood decoration at the clock tower marked with the white arrow in photo 28. Trim at the other clock faces appears to remain sound.





**Photo 31:** Broken slates exposing wood sheathing at the location marked with the red arrow in photo 28. Despite the breaks there do not appear to be any leaks associated with this condition.



**Photo 32:** Broken slates exposing felt paper at the location marked with the black arrow in photo 28. Despite the breaks there do not appear to be any leaks associated with this condition.



**Photo 33:** Overview of rear (west) and south sides of the clock tower. The woodwork appears to remain sound other than peeling paint. The slate also appears sound. Although no leaks are known to occur from the closed valley flashings on this side, their condition is probably have similar to the valleys on the northeast side.



**Photo 34:** Window #27 on the north facade. The upper sash is a 30± year old replacement, while the lower sash appears to be original. Both have serious condition problems. The muntins of the upper sash are very thin with a knife blade profile that does not match the original sash and result in an excessively weak sash.



**Photo 35:** Detail of the knife blade profile muntins used on the replacement sash at windows #27 and 38. These windows have never been painted on their interior side.



**Photo 36:** Detail of the meeting rail of window #27. The meeting rail of the upper sash has dropped about 1/4" on its left side, and the left stile above it has extensive splits. The meeting rail dropped off completely since this photo was taken.



**Photo 37:** Window #32 on the north facade. This window is one of the most deteriorated ones in the building. The meeting rail of the upper sash has dropped down almost an inch and an inch has been added to the bottom of the lower rail of the lower sash. The window is in the stage area of the original meeting hall. It was originally varnished, but has not been refinished since about 1900. As a consequence, its interior surfaces are deeply eroded from years of water damage from condensation running down off the glass. There is extensive failure of the glazing compound, which is typical of most of the 2nd floor windows, and it also retains most of its original glass. In other respects its condition is far worse than most of the 2nd floor sash.



**Photo 38:** Detail showing the dropped upper sash meeting rail of window #32.



**Photo 39:** Window #36 on the south facade. Its condition is typical of most of the type B windows on the second floor. Its glazing compound is badly deteriorated, but it retains most of its original glass. The corner joints of the upper sash meeting rail remain sound. The lower rail of the lower sash has some moderate weather checking that warrants conservation with epoxy consolidants. The arrow points to a loose molding that needs to be renailed.



**Photo 40:** Detail of window #36 showing the extensive failure of its glazing compound.



**Photo 41:** Detail of window #36 showing the weather checking of the bottom rail of the lower sash that warrants conservation with epoxy consolidants. The corner joints were found to remain firm. The arrows point to moderate splits at the base of the side casings that can readily be treated with epoxy consolidants. The sill was found to be in sound condition other than peeling paint.



**Photo 42:** Interior of typical type B windows located in the former meeting hall space. The shutters are modern additions.



**Photo 43:** Detail of typical type B showing the weight chains and pulleys in good condition for both the upper and lower sash. The arrow points to a metal loop formerly used to operate the upper sash with a long pole. Currently the upper sash are not opened.



**Photo 44:** Detail of type B window frame at the base of the jamb showing the type of single leaf bronze weatherstripping (white arrow) used at most of the lower sash throughout the building. More robust weatherstripping is needed. The parting bead (black arrow) at this window is worn and needs to be replaced. The spring bronze is also present on this sill, but not at most other sills.



**Photo 45:** Lower corner joint of lower sash at window #29. The base of the stile has rotted off but the tenon of the rail appears to remain intact. Most lower sash corner joints are in better condition.



**Photo 46:** Windows #21 (type C) and #41 (type D, upper window) on the front facade. The sash at #41 is fixed in place. Its bottom rail has some moderate weathering. At #21, the corner joints of meeting rail of the upper sash have gaps that need to be tightened, as does the lower rail of the bottom sash. The lower rail also has a long check that needs epoxy conservation.



**Photo 47:** Windows #25 (type C) on the front facade. The bottom rail of this window has extensive checking in the bottom rail needing substantial epoxy conservation.



**Photo 48:** Windows#20 (type C). Other than the glazing the sash is sound. Its sill has moderate weather checking, but its wood remains sound and firm. The checks can be filled with an epoxy filler. Most sills were found to have little or no checking.



**Photo 49:** Window #44 (type D). Its bottom rail has fairly severe weather checking and 1/8" gaps at the corner joints, but the sash is other sound.



**Photo 50:** Window #40 (type D). The top interior surface of its bottom rail is severely eroded from years of condensation draining off the glass, and there is substantial separation at the corner joint. At minimum the corner joints need to be tightened; replacement of the bottom rail may be warranted due to the erosion.



**Photo 51:** Window #16 (type A) on the south facade. All the first floor windows are of this type, and all are fitted with aluminum storm windows. The storms have protected the sash from the extensive glazing deterioration and weather checking that is present on most of the upper floor sash. The sills are also in sound condition. The projecting window heads are covered with sheet metal. As the storm windows are at least 20 years old, they are not as tight as new storms would be, and they tend to be cranky to operate.



**Photo 52:** Interior of a typical type A window on the first floor. The tops of the window frame casings were cut and removed to install the current dropped ceiling that is present throughout the first floor. In other respects, the interior woodwork is in sound condition. Although the upper sash have functional weights and pulleys, they are not usually opened, and some may be painted shut. A number of the windows have air conditioners in the summer.



**Photo 53:** Typical weather stripping on the first floor lower sash. The white arrow points to the vinyl leaf used on the underside of the lower rails of the lower sash. The red arrow points to the single leaf spring bronze used in the jambs. Both types are not very effective.



**Photo 54:** Common defect at the corner joint of a lower sash looking up at the bottom of the stile and rail. The joint remains solid, but the portion of the stile that covers the rail tenon has fallen away and the end grain at the bottom of the stile is checked. This condition is easily repaired with epoxy conservation.



**Photo 55:** A number of the pulleys on the first floor have been replaced with modern pulleys and new chains. While not original, these are serviceable. The parting bead at this window has also been replaced.



**Photo 56:** Typical original sash lock. A relatively small number of windows retain their original locks in functional condition.



**Photo 57:** Typical modern replacement clam shell type sash lock. In many cases these are not functional due to mis-alignment of the sash, poor mounting, or other problems.



**Photo 58:** Windows # 46, 47, & 48 at the attic. The bottom rails of the lower sash are extremely eroded and checked, as are the lower portions of the stiles and the meeting rails. Replacement is warranted.



**Photo 59:** Interior of windows # 46, 47, & 48 at the attic. The windows leak badly during periods of prolonged wind driven rain, as evidenced by the stains below them. They have never been painted and also lack proper interior stops. The large beam is from past structural reinforcements to the tower.



**Photo 60:** Window #50 (type I). The sash is fixed in place and appears to be a fairly recent replacement. The trim appears to be sound other than being badly in need of paint.



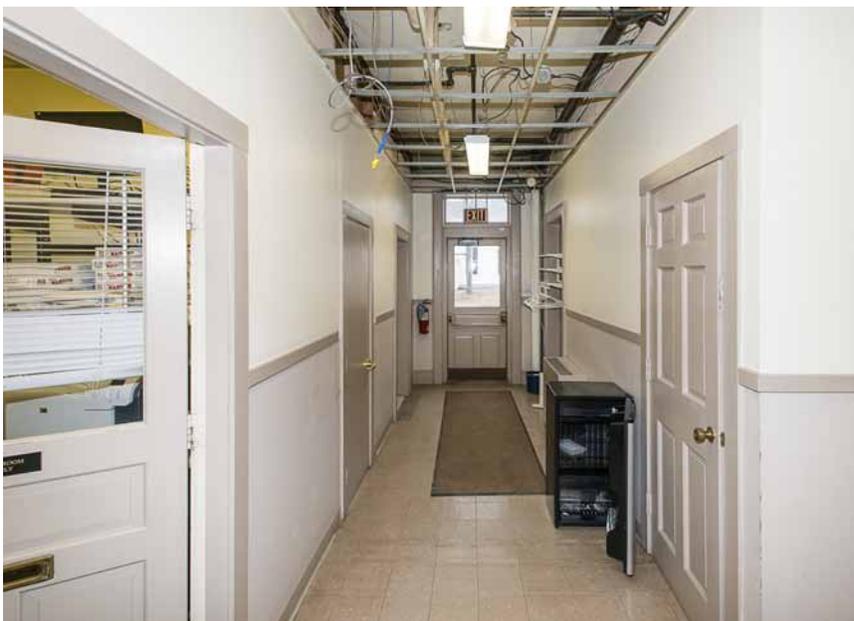
**Photo 61:** Front stair hall as viewed from the front entry. The stair and wainscot woodwork are original. The stairs lead to the original meeting hall on the second floor, now used for offices. The main first floor corridor is on the right.



**Photo 62:** The main first floor corridor looking east towards the front entry. The view is about halfway down the corridor. The floor tiles are likely vinyl-asbestos tiles.



**Photo 63:** The main first floor corridor at its west end looking east towards the front entry. The dropped ceiling panels have been removed to repair a frozen pipe that flooded the treasure's office. The wall framing above the dropped ceiling shows that the corridor walls are of relatively modern construction. The pipes for the sprinkler system are visible above the ceiling panels.



**Photo 64** : First floor side corridor leading to the north side entrance that also provides handicapped access to the first floor.



**Photo 65:** Detail of floor tiles that likely contain asbestos that are used throughout the first floor corridors and offices showing their typical deteriorating condition. They are covered with wall to wall carpeting in many of the offices, but the carpeting is also badly deteriorated.



**Photo 66:** Detail showing that the ceiling above the acoustic panels is fiberboard that covers whatever remains of the original plaster ceiling.



**Photo 67:** The City Clerk's office at the southeast corner of the first floor. The black door leads into the original vault.



**Photo 68:** Typical first floor office. The wall and door on the right is probably an original partition, while the wall and door on the left is relatively modern.



**Photo 69:** Typical first floor office. The wall and doors on the left are relatively modern.



**Photo 70:** The treasurer's office at the southwest corner of the first floor after it was cleared out due to being flooded from a frozen pipe. The vinyl-asbestos tile has been removed showing the original wood floor, and wood wainscot.



**Photo 71:** First floor bathroom that has been renovated to provide an handicapped accessible bathroom. The water stains above the window (arrow) are from leaks through the badly deteriorated window #32 directly above.



**Photo 72:** This room houses the town's copy machines and requires a window air conditioner to maintain the proper temperature for operating the copier.



**Photo 73:** Second floor landing of the front stair looking towards the front of the building. This space retains its original woodwork. The height of the wood facing marked “A” may reflect the original thickness of the floor structure with the tan band below reflecting a past lowering of the ceiling.



**Photo 74:** Second floor landing of the front stair. The stair in the background leads to the mezzanine of the meeting hall. The door on the extreme right is original and leads into the meeting hall.



**Photo 75:** Southeast room on the second floor now used as a staff lunch room.



**Photo 76:** Northeast room on the second floor now used as a bathroom. The red arrow points to the upper sash meeting rail which has dropped down substantially from its original position (Window #27). The black arrow points to peeling paint from a past leak that is not believed to be current.



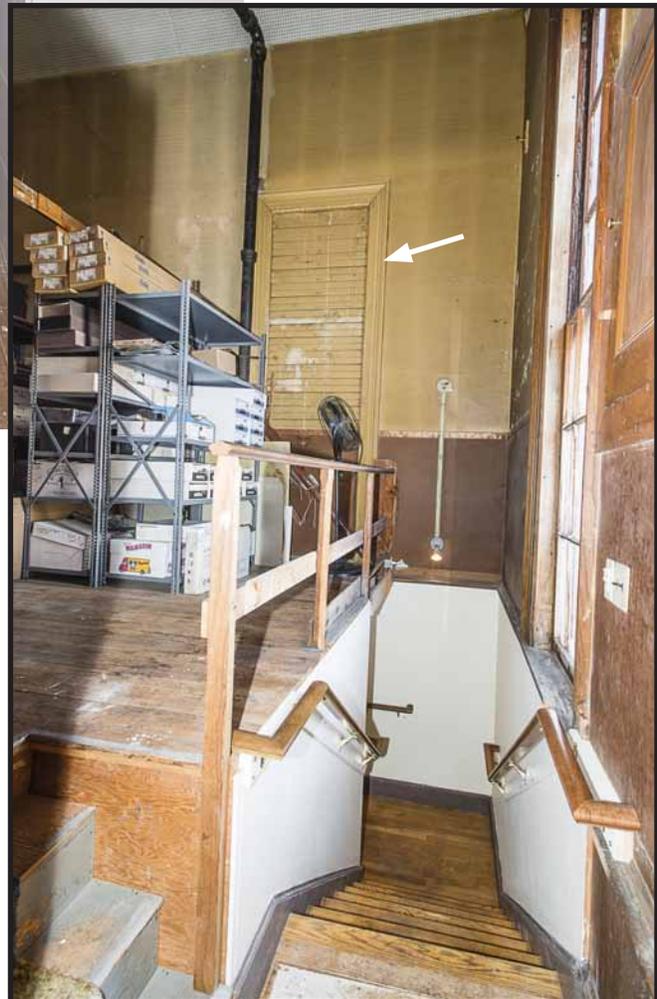
**Photo 77:** Overview of the original second floor meeting hall from its balcony looking west. The space is currently divided into various town offices using moveable partitions. The west end of the hall is configured with a raised stage that is now closed off (under the eagle).



**Photo 78:** The original second floor meeting hall looking east towards the balcony and the front of the building.



**Photo 79:** The stage area of the meeting hall looking towards window #32 in the north wall. The wall on the right separates the stage area from the main meeting hall. The modern framing on the right is modern framing to close off the stage area, which is several feet above the floor level of the main hall.



**Photo 80:** Stair at the north end of the stage area has been recently renovated to provide a second egress for the offices in the meeting hall. One of the blind windows in the rear (west) wall is visible in the center of the photo (arrow). It is not known these windows ever contained glazed sash. Window #32 is on the extreme right.

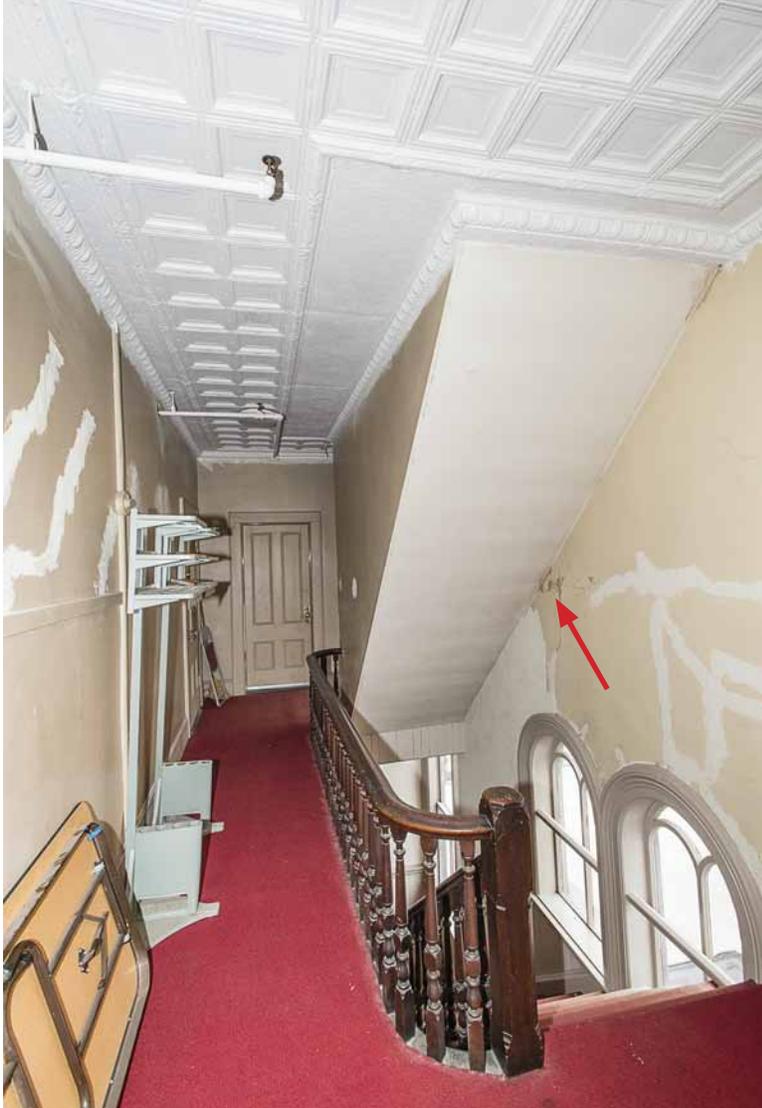


**Photo 81:** Meeting hall balcony looking towards the south wall.

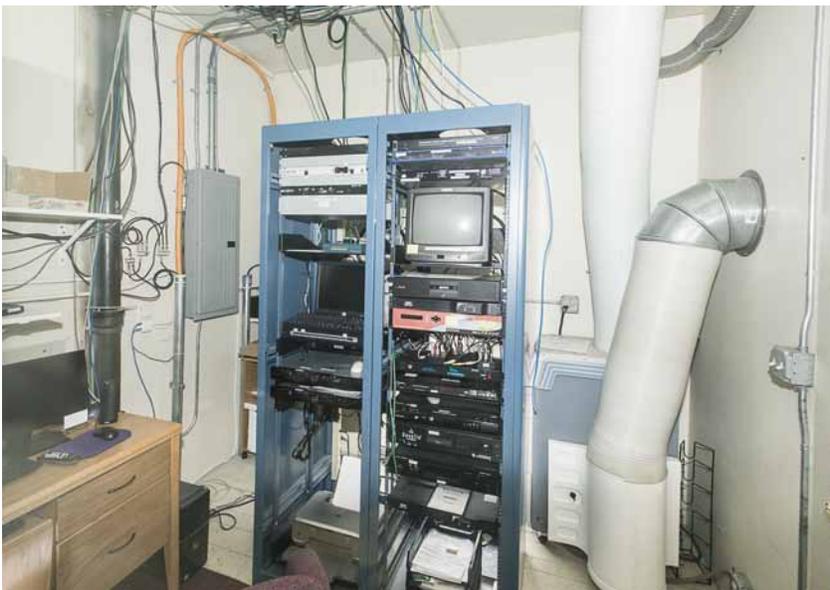


**Photo 82:** Detail of the original balcony railing.

**Photo 83:** Northeast corner of the balcony. The water stains are from old roof leaks that are no longer current. The walls throughout the meeting hall are covered with paper that has been painted. The paper is stained and starting to lift at its joints.

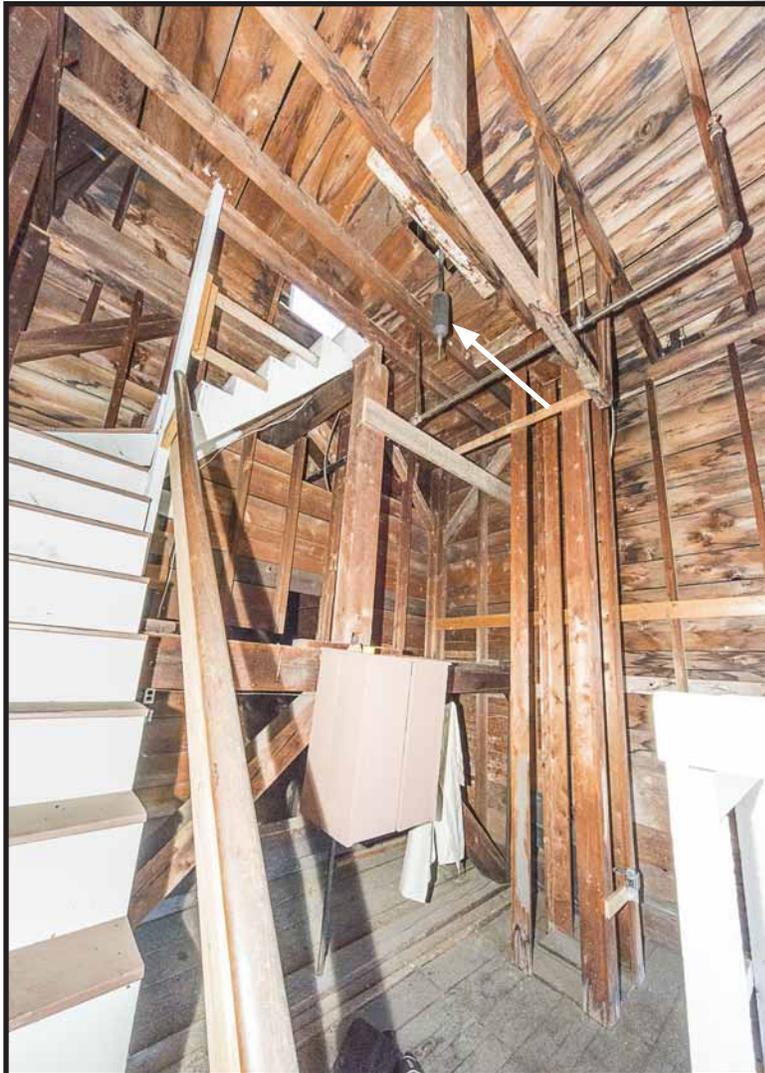


**Photo 84:** Hallway behind the meeting hall balcony with stair down to the second floor. The stair at the rear of the photo leads up to the attic and the clock tower. The arrow points to old water damage that is not from current leaking. The white patches cover plaster cracks from past structural movement of the tower that was stabilized with reinforcements some years ago.

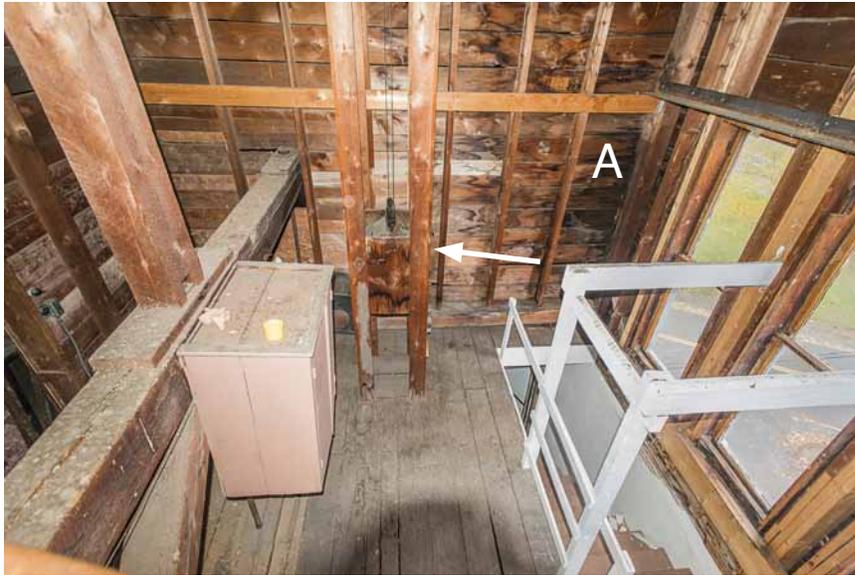


**Photo 85:** Room in the northeast corner of the balcony level that is now used by the local cable station. The room is heavily insulated with new walls inboard of the original walls and kept at a constant temperature with its own HVAC equipment.

**Photo 86:** Room in the southeast corner of the balcony level that is now used for storage. Its plaster walls have not been painted or otherwise repaired for many years and therefore show the cracks from the long past structural movements of the tower.



**Photo 87:** Attic level room in the center of the tower. The stairs lead up to the clock room above this space at the top of the central tower. The arrow points to the pendulum for the tower clock.



**Photo 88:** Attic level room in the center of the tower. Windows # 46, 47, & 48 are on the right. The arrow points to the weight for the tower clock located directly above this space. "A" marks the wall that is also marked "A" in photo 87 below.

**Photo 89:** Attic space on the north side of the center tower room looking at the sheathing on the front pitch of roof. The window at the extreme left is #50. "A" marks the board wall that forms the north side of the center tower attic room. The photo was taken immediately after 2 days of heavy rain with very strong northeast winds that resulted in the water penetration in the area marked "B" above, as well as at the right side of the dormer. This leaking is believed to be from the worn closed valley flashings shown in photo 29. A relatively small amount of the water was visible on the wall marked "A" in photo 86. Water from these leaks does not appear to be penetrating to finished spaces in the floors below, perhaps because the base of the roof is corbeled out from the front facade below. These same areas were examined on another day following a day long period of heavy rain without strong winds. No leaks were visible at that time. It appears that these leaks only occur a few times a year during long periods of extremely heavy rain driven by strong northeast winds (northeasters or hurricanes), and do not appear to be causing substantial damage.





**Photo90:** Attic space on the south side of the center tower room looking at the sheathing on the south pitch of roof. The sheathing on the left is the front (east) pitch of the roof.



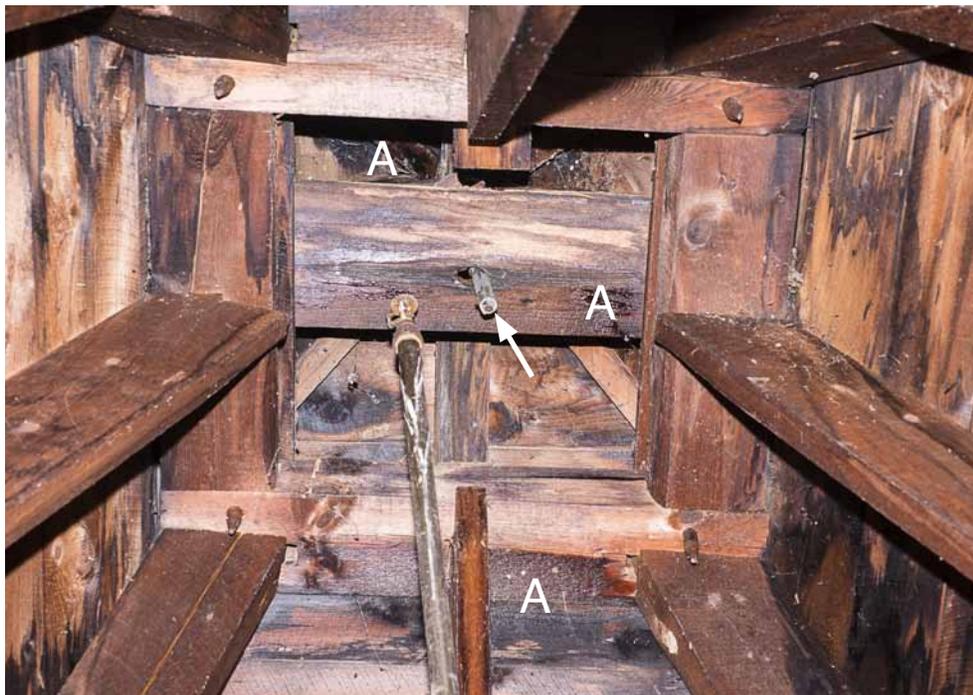
**Photo 91:** Attic space on the south side of the center tower room looking at the sheathing on the front (east) pitch of the roof with window #49 in the upper center. This photo was taken the same day as #87. The wet area at "C" is from the flashings on the east side of the dormer roof of window #49. Like the leaks in photo 89, they only occur a few times a year and do not appear to be affecting the floors below.



**Photo 92:** Top level of clock tower with clock mechanism on lower right. The arrows point to the shafts linking the clock movement to the clock faces. “A” marks the interior of the northerly clock face. “B” marks a sheet of plastic that has been set up to protect the clock mechanism from occasional leaks from coming the top of the tower.



**Photo 93:** Top of clock tower and base of weathervane. The penetration of the weathervane shaft is a likely source of the leaks in photo 94, but there may be other defects in the copper roof and cornice woodwork.



**Photo 94:** Looking up to the interior side of the top of the clock tower. The arrow points to the shaft of the weathervane. “A” marks areas of visible water on the sheathing. The photo was taken the same day as photo 87 following two days of heavy rain and wind. Whether these leaks occur during lesser rain events is not known.



**Photo 95:** Attic and roof framing under the main roof looking west towards the rear of building.



**Photo 96:** Attic and roof framing under the main roof looking east towards the front of the building. The room at the front of the tower shown in photos 87 and 88 is behind the partition marked "A".



**Photo 97:** Attic looking east into the space at the northeast front corner shown in photo 87 (the space is to the left of the partition marked "A" in photo 94 above).



**Photo 98:** Stairs leading down to the basement. These stairs are located directly below the main front stairs.



**Photo 99:** Basement looking east towards the front of the building. The north side foundation wall is on the left. The ceiling has been insulated with fiberglass batts. "A" marks a terra cotta block wall that encloses storage rooms and some utilities. Although concerns have been expressed that mold is present in the basement from past leaks and basement dampness, no evidence of current mold was observed. The exposed fiberglass presents some risk of airborne fiberglass particles, and also could conceal unknown deterioration of the framing. The pipes are insulated with foam.



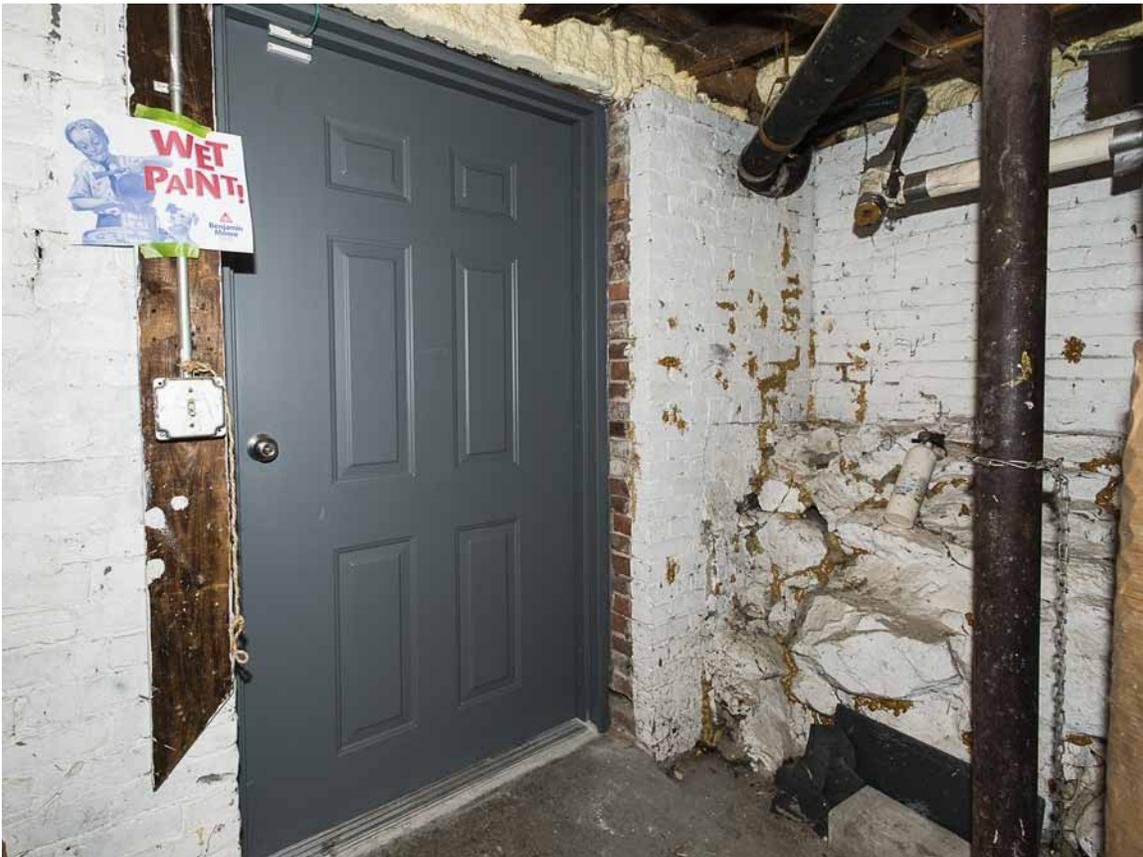
**Photo 100:** Basement looking southwest with the rear wall at the extreme left of the photo. "A" marks the same terra cotta block partition marked in photo 99 above.



**Photo 101:** Southwest corner of basement showing typical document storage use. The brick portion of the foundation wall is above grade. The south wall is on the left. Some water stains are visible on the floor from past dampness.



**Photo 102:** Room below the Town Clerk's office showing stains from past dampness or leaks. No signs of current leaks were observed.



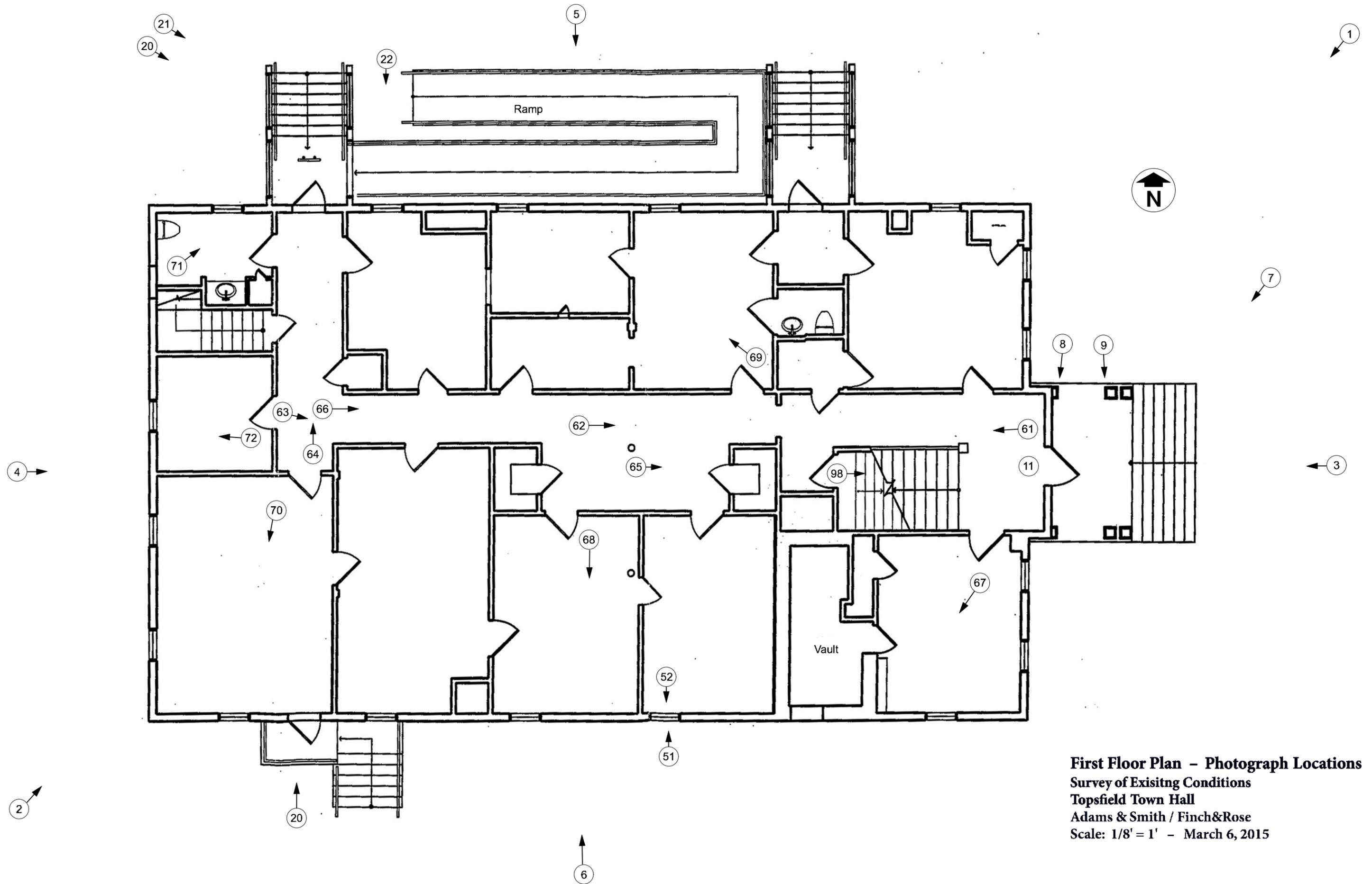
**Photo 103:** Northwest corner of basement with modern metal door leading to the outside. Foam has been used in an effort to seal the walls from water and outside air intrusion.



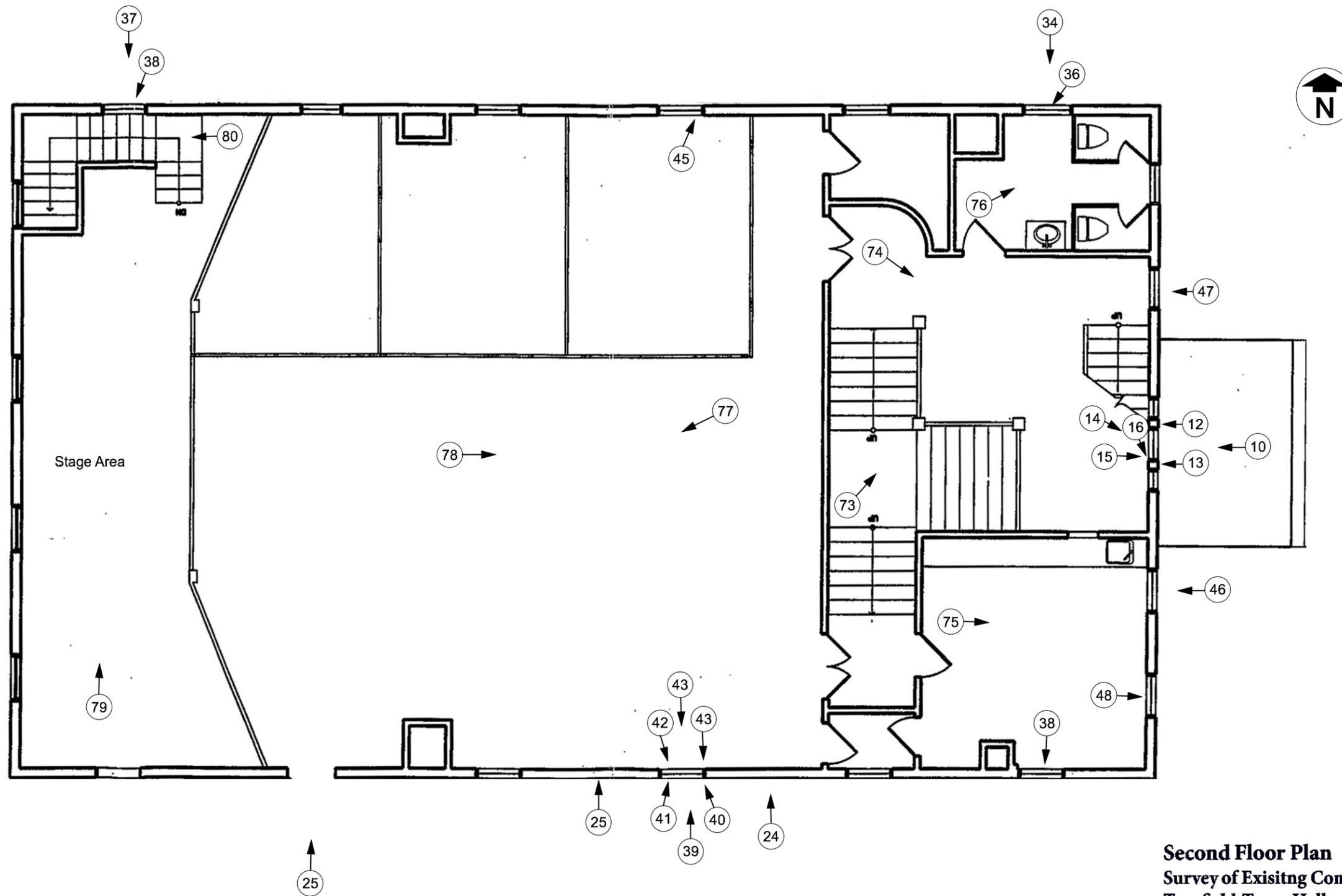
**Photo 104:** Recently installed boiler. The south facade foundation is on the left.



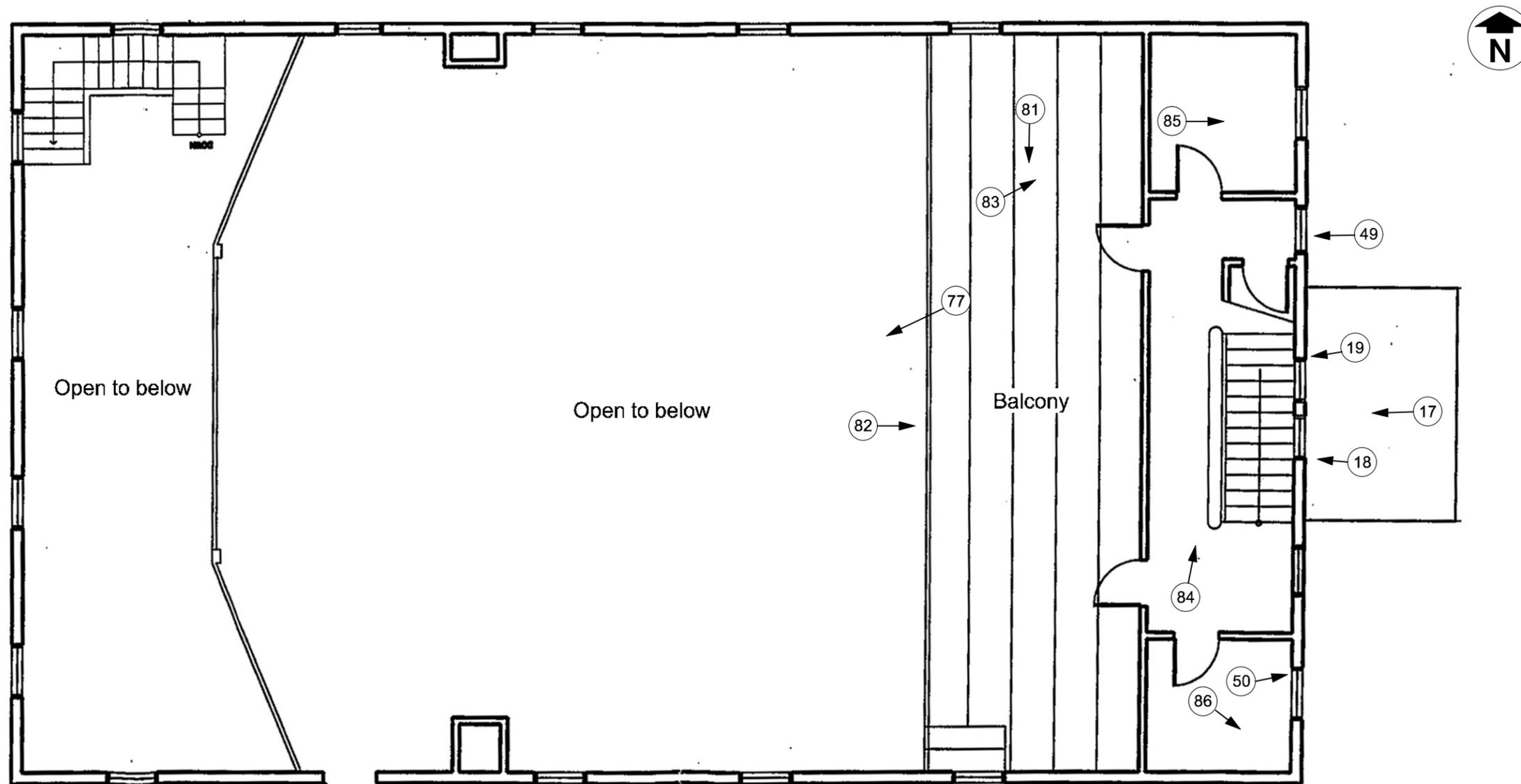
**Photo 105:** Recently upgraded communication panel in the basement. Typical records storage is on the right.



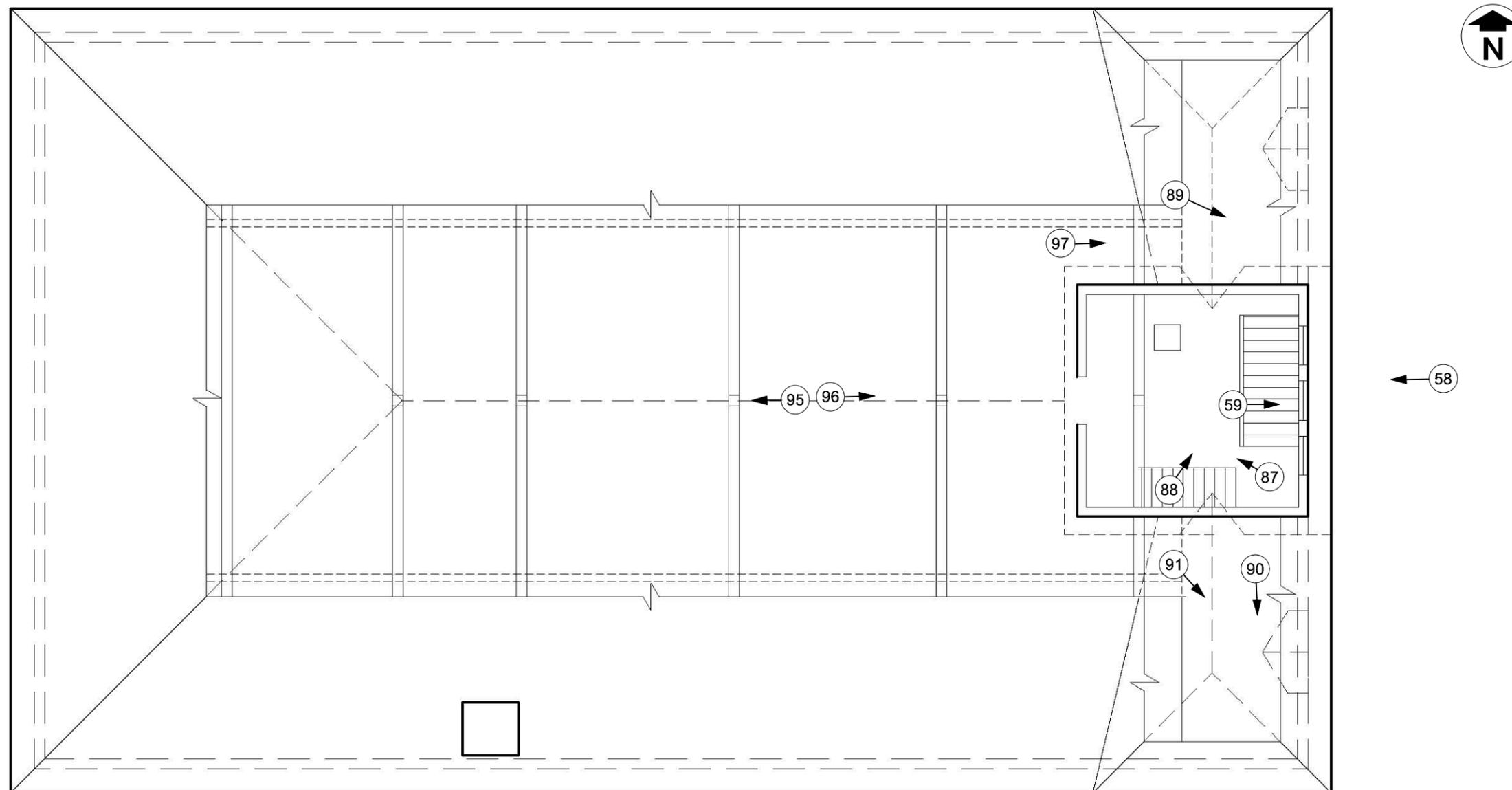
**First Floor Plan - Photograph Locations**  
 Survey of Existing Conditions  
 Topsfield Town Hall  
 Adams & Smith / Finch&Rose  
 Scale: 1/8" = 1' - March 6, 2015



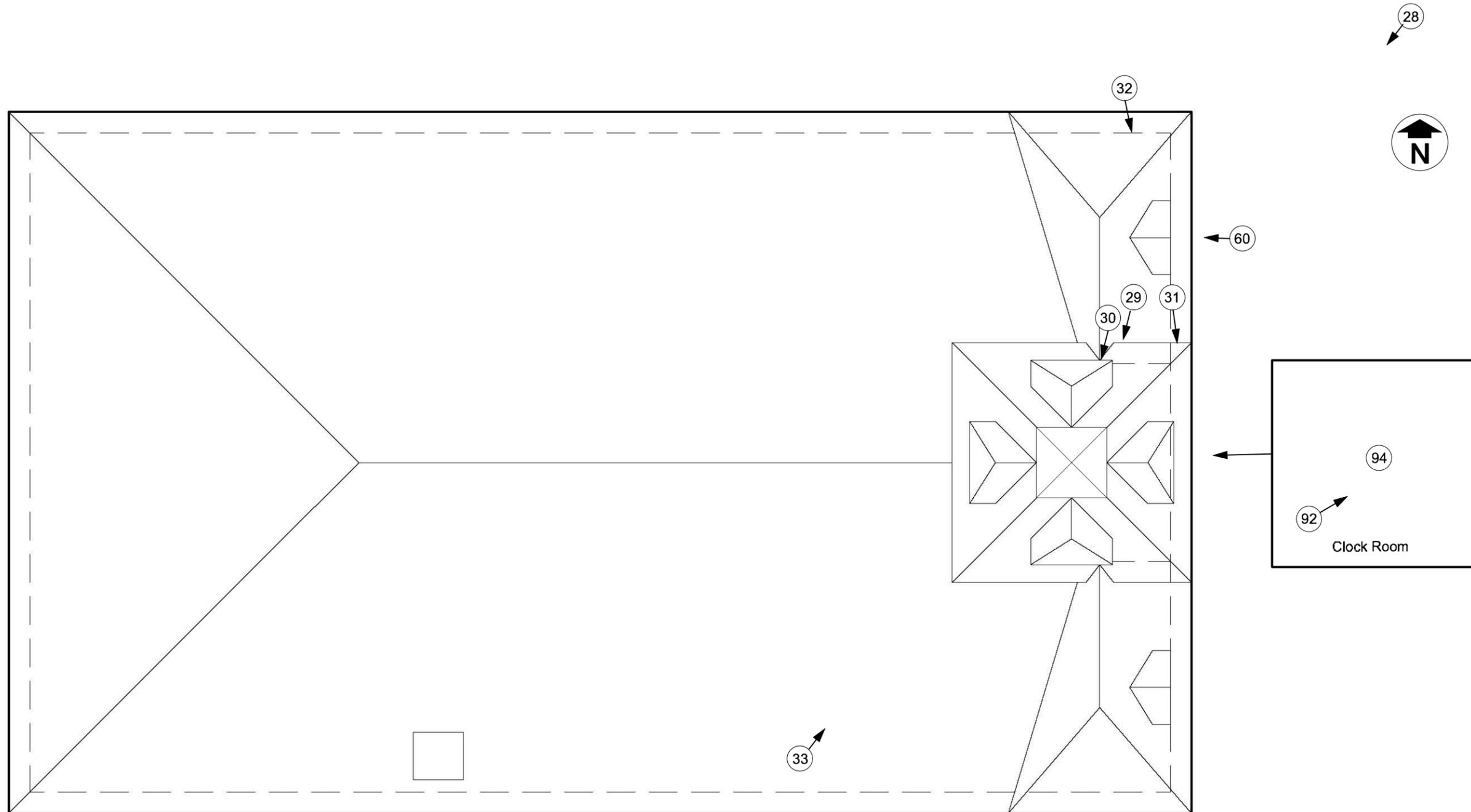
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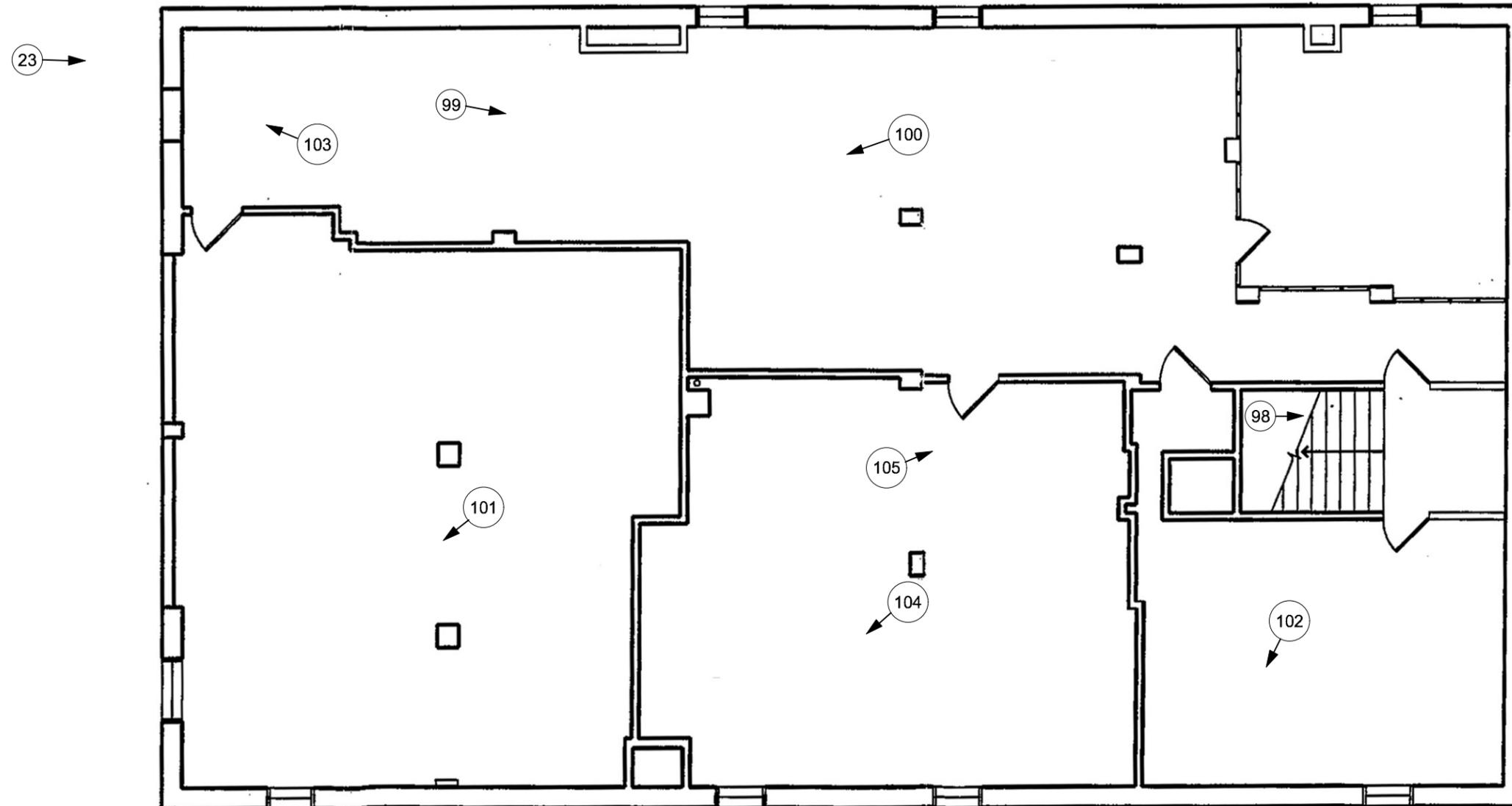
**Balcony Level Plan – Photograph Locations**  
 Survey of Existing Conditions  
 Topsfield Town Hall  
 Adams & Smith / Finch & Rose  
 Scale: 1/8" = 1' - March 6, 2015



**Attic Level Plan – Photograph Locations**  
 Survey of Existing Conditions  
 Topsfield Town Hall  
 Adams & Smith / Finch & Rose  
 Scale: 1/8" = 1' - March 6, 2015



**Roof Plan - Photograph Locations**  
**Survey of Existing Conditions**  
**Topsfield Town Hall**  
 Adams & Smith / Finch&Rose  
 Scale: 1/8" = 1' - March 6, 2015



**Basement Plan – Photograph Locations**  
Survey of Existing Conditions  
Topsfield Town Hall  
Adams & Smith / Finch&Rose  
Scale: 1/8' = 1' – March 6, 2015