Conditions Assessment Report

Old Town Hall

310 Main Street, Salem, NH

PRESERVATION COMPANY
Kensington, NH

June 2021

This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from New Hampshire's Land and Community Heritage Investment Program (LCHIP)

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Introduction

Photo 1: The Salem Old Town Hall at 310 Main Street, north and west elevations.

The Town of Salem retained Preservation Company to prepare a Conditions Assessment Report for the Old Town Hall/Salem Museum located at 310 Main Street in Salem, New Hampshire. The purpose of this report is to give an overall summary of the existing condition of the property and make recommendations for future treatments and maintenance. This report is intended to be included in a Land and Community Heritage Investment Program (LCHIP) grant application. It has been funded in part by the New Hampshire Preservation Alliance.

The Old Town Hall has an interesting history of alterations and renovations since its construction in 1738. This report documents the history, evolution, and structural condition of the building and identifies its character-defining features. It will provide context and information necessary to make informed decisions for future planning. The Town of Salem and Salem Historical Society are to be commended for the care they have given the building to date, and they should continue their ongoing maintenance using the attached guidelines for the treatment of historic properties according to the *Secretary of the Interior's Standards for Treatment of Historic Properties*. Preservation Briefs for the treatment of specific materials are also included to guide the restoration and maintenance work going forward.

The Salem Old Town Hall was constructed in 1738, serving originally as the Salem Meeting House. It was a traditional meeting house with a large single meeting space with galleries above the main level. It served both religious and civic functions as the meetinghouse for the early inhabitants of Salem until 1838, when it was moved to its present location and used as their Town Hall. The single space was divided into two stories. Since then, it has undergone several some other changes, most notably in 1900 when a renovation was sponsored by Edward Searles and designed by architect Henry Vaughn giving it Tudor Revival elements. It was listed on the New Hampshire State Register of Historic Places in 2009 and at the same time was determined individually eligible for listing in the National Register of Historic Places. In 2011 it was listed as contributing to the Salem Commons Historic District. The property is owned and maintained by both the Town of Salem and Salem

Historical Society as the town's museum and meeting place for the Salem Historical Society and the Salem Historic District Commission.

Location Map

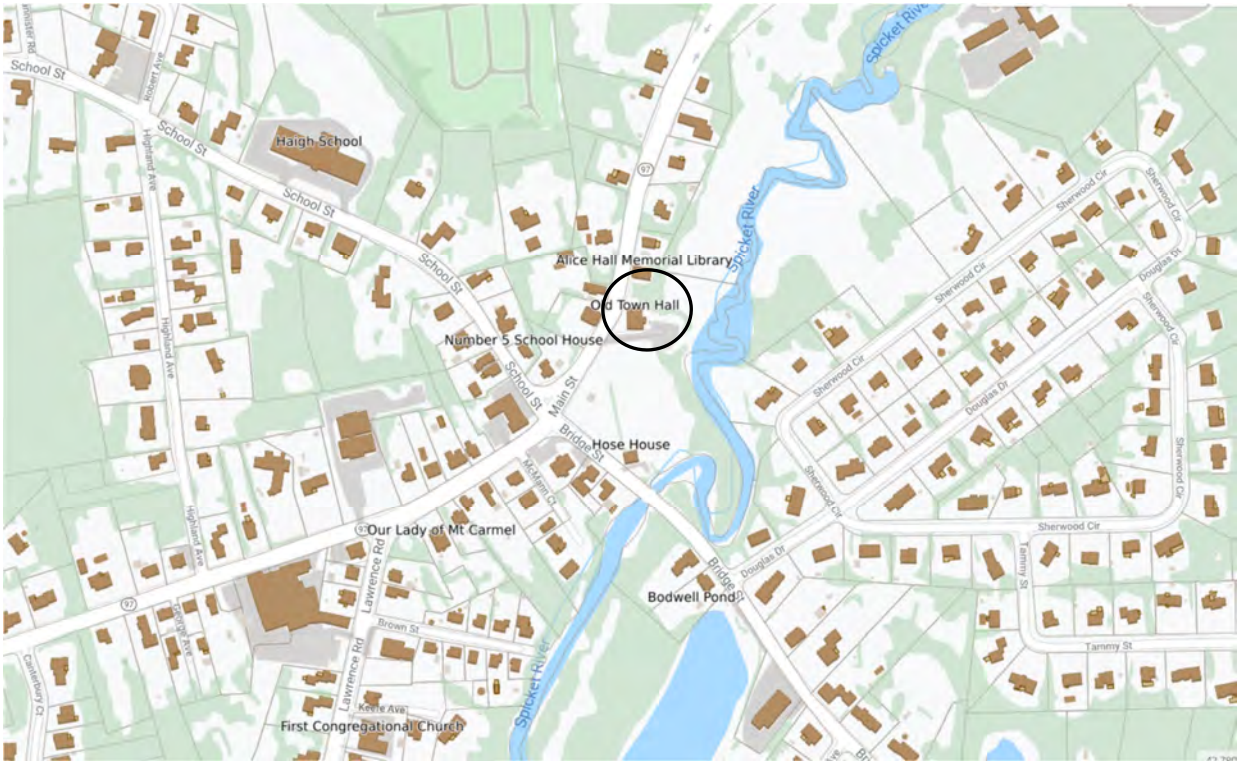


Figure 1: Parcel map of Salem town center (Town of Salem, https://salemnh.mapgeo.io)

History and Development of the Property

Description and Setting Overview

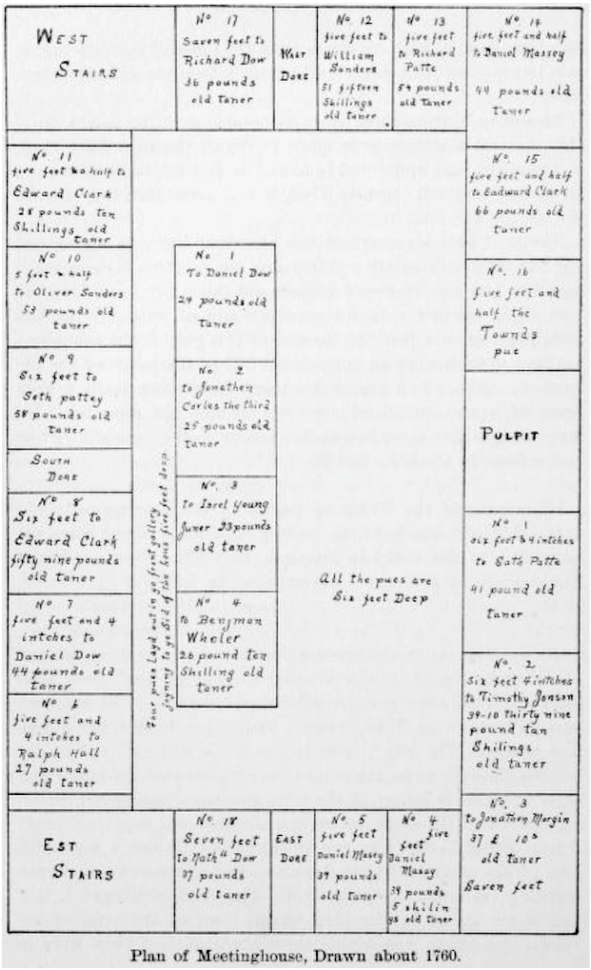
The Salem Old Town Hall is located at 310 Main Street, just north of the intersection with Bridge Street. It sits on a 3.5-acre parcel owned by the Town of Salem on the bank of the Spicket River in the town center. This parcel was listed to the National Register of Historic Places in 2011 as contributing to the Salem Common Historic District. Included in the district are the Alice Hall Memorial Library (originally constructed as School No. 1 in 1861), north of the Old Town Hall, at 312 Main Street; the Hose House No. 2 (built 1906, now a museum for Salem police and firefighting history) at the south end of the parcel; Salem Center Burying Ground; and Salem Common/Veteran's Park, with a gazebo (built in 2000 to replace an earlier bandstand), war monuments, and hardscaped pathways at the intersection of Main and Bridge streets. This is also within the locally regulated historic district.

Figure 2: Satellite photograph of Salem map/parcel 84-1643, which includes the town-owned Old Town Hall/Salem Museum (310), Old Schoolhouse No. 1/Alice Hall Memorial Library (312), Hose House No. 2 (304), Veteran's Park at the intersection of Main and Bridge streets, and the Salem Center Cemetery along the Spicket River. (Image dated 2019, from salemnh.mapgeo.io)

History and Development

Figure 3: Town Hall, Salem, N.H., before 1900 (Salem Historical Society)

- 1738: Old Salem Town Hall was constructed as a meetinghouse. The building, designed to be 48' long, 38' wide, and with a 22' post (Gilbert 1907: 78), was located on the Town Common, closer to the intersection of Bridge Street and Main Street. After its construction, the meetinghouse was unfinished on the interior and unheated. According to an eighteenth-century plan (see Figure 4), the building had a simple layout: doors were centered on the east and west gable ends, and two staircases were located in the southeast and northeast corners for access to the second story gallery.
- 1740: A pulpit was built and placed high on the north wall (now east wall), constructed by Henry Saunders, who milled the lumber for the building's frame.
- 1749: Glass was installed in the tall, high window openings.
- 1750: The Town of Salem, New Hampshire, previously part of Haverhill, Methuen, and Dracut, Massachusetts, was incorporated.
- 1751: The two end doors of the meetinghouse constructed (Gilbert 1907:87). Pews were built in the 1750s by the parishioners who purchased their location at auction.
- 1760: Pews filled the entire perimeter of the building, with additional seating in the gallery above.



Plan of Meetinghouse, Drawn about 1760.

Figure 4: (Gilbert 1907: 90)

- 1824: A stove was installed in the building, the first heating source installed in almost 100 years.
- 1833: The town voted to move the meetinghouse to its present location, which was then called the School House Common.
- 1838: The building was moved to the current location and turned 180 degrees. It was at that time that the building ceased to perform any religious function and was used for government and social affairs.
- 1840: The Congregational Church was constructed on Lawrence Road to accommodate the larger congregation.
- 1846-1851: The townspeople voted to make repairs to the building, such as replacing all the glass, repairing doors, remove the staircase on the northeast side in order to make a separate room for the Selectmen, and, most notable, "to floor over the second story and make it level with the girts now in the frame, and partition off a suitable passageway to enter the same by the southeast door inside" (Gilbert 1907: 179). By 1851 both floors were furnished as halls. The lower floor was the selectmen's room and town hall, and the upper floor was known as Salem Hall. Both spaces were used for various community and social gatherings.

- 1894: The Salem Free Public Library was established in a small room inside the building, but the following year it moved next door to the former Schoolhouse No. 1.
- 1898: The townspeople voted to allocate $1,000 to repair the Town House. The Selectmen hired architects Atwood and Miller to draw plans for remodeling the building and contracted local builder George W. Thom to carry out the construction. However, the Selectmen decided that the amount of money appropriated was insufficient for the project (Mausolf 2009: 4).

Figure 5: Postcard of the Old Town Hall ca. 1905 after the secondary roof was added and the arched gable windows installed, but before the stairwell and entry was constructed on the north side. (Salem Historical Society)

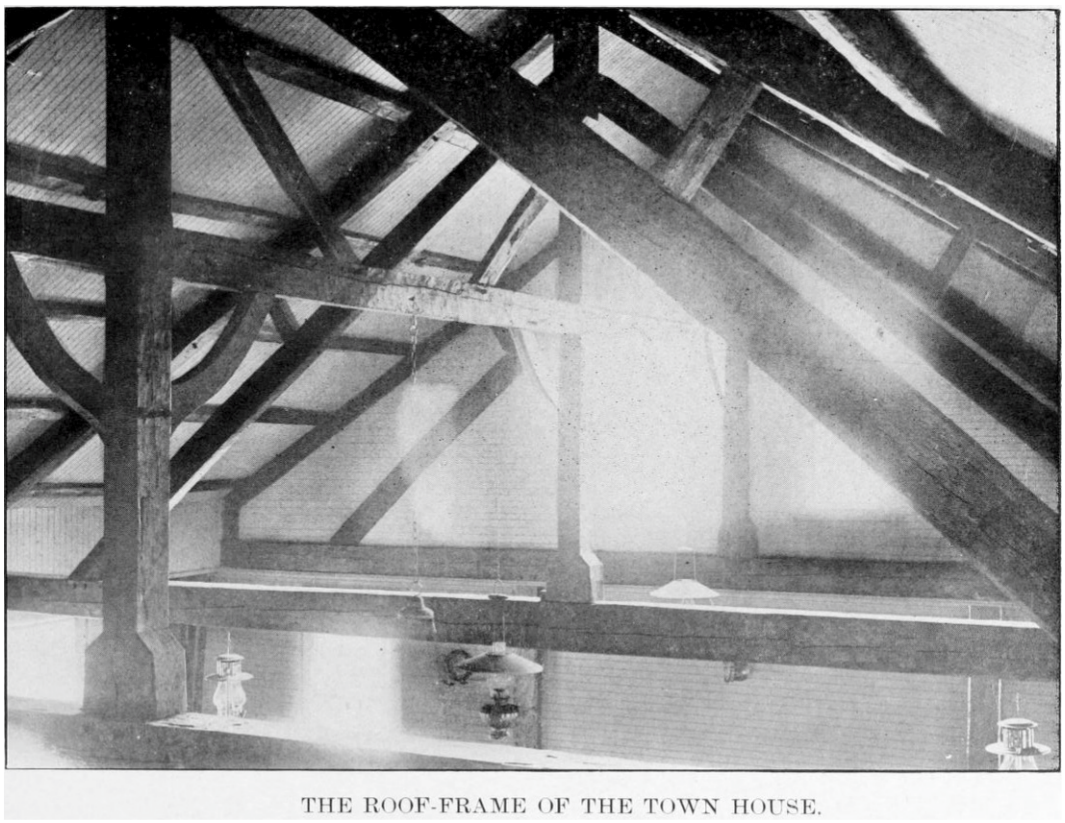
- 1899: Millionaire Edward Searles (1841-1920) from Methuen took interest in the Old Town Hall, offering his financial assistance "provided he might carry out his own ideas" (Town Report 1900: 19). Searles worked closely with English-born, Boston-based architect Henry Vaughn (1845-1917), who seems to have provided the design for the renovation.

In the 1900 Town Report, the treasurer gave generous praise to the Selectmen and to Searles himself for the improvements made:

> Your committee, knowing of [Searles's] excellent taste and wide experience in building, wisely gave him the privilege of directing the work as he chose, and the result is, we have today as fine a hall as any town in the State can boast.
>
> As much of the ancient ornamental work was brought from other lands, no other Town Hall can compare with this, in point of ancient elegance.
>
> Mr. Searles has not only given of his means, but he has given his personal attention to all the details of finish which his skilled taste in architecture

> enabled him to do, and through cold and storm, he has come as often as once a week, to superintend the work.
>
> We, the committee, feel that we owe him a great debt of gratitude which thanks will not cover.
>
> Mr. Searles has already expended a sum exceeding the appropriation, and it is his wish that the hall be used only for town purposes, concerts, lectures, etc. That no orders be allowed to mutilate its walls by hanging decorations, or that no traveling shows be allowed within its doors.
>
> If the people respect the wishes of the donor, he has expressed his willingness to still further improve the building and grounds, and we shall have a building which we can point to with pride and with feelings of gratitude to the man who has so generously aided us (Town Report 1900: 19).

This renovation included adding a second roof to the structure, on top of and preserving the original roof and timbers. This seems to have been done to provide better structural support in order to expose the old roof framing on the interior. The new roof involved a higher ridge and created a steeper pitch. To provide more light to this renovated space, paired arched windows topped by a lunette were added to each gable end, replacing the single, centered window (see Figure 4, page 9). The 6/6 windows of the upper floor were also replaced with Colonial Revival 16/16 double-hung windows, complete with wavy glass. Narrow 9/9 windows on the first floor in the east side may have been earlier remnants, as some of the sash muntins date to the first half of the nineteenth century. Possibly at this time the first-floor windows were renovated to have 2-light sashes replace the 6-light lower sashes.



THE ROOF-FRAME OF THE TOWN HOUSE.

Figure 6: Searles's 1900 renovation highlighted the 1738 roof framing of the building, adding paired windows. This view is of the north wall, onto which an addition was built in 1908. (Gilbert 1907: 81)

- 1907: Electrical lights were installed in the building.
- 1908: A second staircase was constructed in an addition to the north end of the building. This included the grand staircase made of oak, the current kitchen room on the first floor, and the current "Military Room" on the second floor. The entrance on the west elevation was moved to the north end, and the original central entry was removed and replaced with clapboards. For consistency, the windows of the addition were reused or replicated on the upper floors to have 16/16 sash, and the lunette and paired arched windows within the gable were moved out to the new exterior wall. Another 9/9 window was added on the east side of the first floor, and another 6/2 window was used on the north side.
- 1937-1939: An addition was built on the rear (east) elevation to house the town safe. "Vault expenses" were noted in Annual Reports of 1938 and 1939 for construction of the vault.
- 1939: Old wood stoves were removed, and a new furnace heating system installed in ca. 1939.

Figure 7: Postcard from the 1944 Old Home Day in Salem (Salem Historical Society)

- 1950s: The building was used for overflow school classrooms several times in the 1950s.
- 1961-1973: The upper floor was used for Salem's Municipal Court. The opening beneath the balcony was infilled with vertical wood paneling, and the raised platform was added for this purpose.
- 1974: The Old Town Hall becomes a "Drop-In Center" for Senior Citizens.
- 1975: The Recreation Department moved its office into the second floor of the Old Town Hall.


18 LAWRENCE EAGLE-TRIBUNE—LAWRENCE, MASS.—WED., FEB. 8, 1961

Salem, N.H.

Salem's New Municipal Courtroom

Scene on the second floor of the old town hall in Salem Center with Police Chief Everett B. Dowe (left) and Judge Kenneth W. Bamford following the first session held in the new for members of the bar, national and state colors, a lamp for the judge's bench, and a wall clock. New ceiling lamps are suspended from the ancient rafters that have long been hold

Figure 8: Newspaper clipping celebrating the installation of Salem's Municipal Court in the second floor of the Town Hall (Lawrence Eagle-Tribune, 1961)

- 1981: The building was turned over to the Salem Museum Committee in 1981 (1982 Annual Report). The museum opened the following year, and the building continues to serve as a meeting place for the Salem Historical Society and the Historic District Commission.
- 2020-2021: The bathroom was rebuilt. By the early twenty-first century, the early shed addition on the southeast corner, which housed the restroom for decades, was in seriously poor condition. In 2020-2021 the addition was demolished and rebuilt, adding a new poured concrete foundation, extending the addition to meet the larger addition housing the vault, and adding two new double-hung windows to the east elevation. The addition now holds an ADA-compliant restroom in the southern half and a storage room in the northern half, accessed through the main room.

Figure 9: Former bathroom shed addition on the southeast corner of the building ca. 2019, removed in 2020 (photo courtesy of the Salem Museum).

Physical Description

Exterior

Photo 2: West elevation. The main entrance at the north end was added in 1908 and the earlier door in the center of the elevation was removed.

The Old Town Hall is situated on a level piece of ground on the western bank of the Spicket River. A lightly wooded area separates it from the Alice Hall Memorial Library to the north, and bushes and trees line the edge of the river. The Salem Center Burial Ground to the south is bounded by a stone wall that is 15-20 feet from the edge of the driveway (see Figure 2).

The Old Town Hall is a 2½-story wood frame structure with a rectangular plan. Moved to its current location in 1838, it is oriented with its long, west elevation facing Main Street. Though originally a symmetrical 5 x 3 bay meetinghouse form, the building was altered in 1908 with an addition on the north end. There are currently 6 bays on the west elevation, with the main entry at the northern end. The south elevation is 3 bays deep, with a secondary entrance on the east end. The building is sheathed in wood clapboards and simple wood water table and corner boards. The clapboards in the upper areas have a smaller exposure, especially visible in the gable ends. It is capped by a steeply pitched gable roof, which covers the original, lower pitched roof frame. One corbelled, brick chimney is on each end of the building – one at the north on the east slope and the other at the south end on the west slope of the roof.

On the north and south gable ends the overhanging eaves terminate in cornice returns. Dentils, added in 1900, line the lateral and raking eaves. The main entrance on the west elevation is comprised of a set of double doors sheltered by a gabled hood, which is supported by two curved brackets and a

simple front truss. The doors each have three lower panels with 3 x 4 lights above, topped by a 7 x 2 fixed transom under the hood. The door on the south elevation has a simple entablature surround with a 3-light transom over a modern metal door. It is approached by three granite steps, which were installed in ca. 2017, with new curved metal railings.

Windows are in varying configurations. Each window opening has entablature lintels and simple, flat casing and sills. The first-floor windows on the west, south, and north elevations have 6/2 double-hung sash dating to the nineteenth century.[1] The second-floor windows contain 16/16 Colonial Revival double-hung sash installed in 1900 in the Searles/Vaughn renovation. The first-floor windows on the east elevation have a narrower width and a 9/9 double-hung configuration. A 1977 report on the history of the Town Hall written by an architectural historian from SPNEA indicates that these three windows may be the earliest surviving windows in the building, possibly being reused eighteenth- or early nineteenth-century windows (Detwiller 1977: 4). Above the second floor there are two arched, multi-light double-hung windows topped by a lunette in both gable ends added in 1900.

Photo 3: North elevation facing the old Schoolhouse No. 1. This wall was part of the 1908 addition. The windows were reused from the original elevation or added to match existing windows.

The north elevation has fewer windows on the first floor due to the interior staircase. The windows on this elevation were reused in this addition; the original location of the arched windows and lunette

[1] The late nineteenth-century photograph (Figure 3, Page 7) shows the building had 6/6 windows throughout; the upper sash may have been reused and the lower sash replaced with a 2-lite configuration in the early twentieth century.

are visible on the interior of the second-floor hall in the sheathing of the old end wall (see Photo 16, Page 27).

Photo 4: East elevation, facing the Spicket River. The larger shed addition was constructed to house the vault in 1938-9, and the bathroom addition at left was just constructed to replace an older shed addition.

There are two single-story, shed-roof additions on southern end of the east wall. The larger, central projection was added in 1937-39 to house the town safe. It is constructed of brick and concrete but sheathed in clapboards; it has a poured-concrete slab on a fieldstone foundation. The addition to the south has just been recently constructed (2021) to house the restroom and a storage room, replacing an earlier structure of unknown date. It is sheathed in clapboards and has a poured-concrete foundation. There are two, new 4/4 double-hung, windows on the east wall.

Photo 5: South and east elevation, showing the new construction bathroom addition replacing an earlier shed addition. The south entrance is an early feature.

Interior

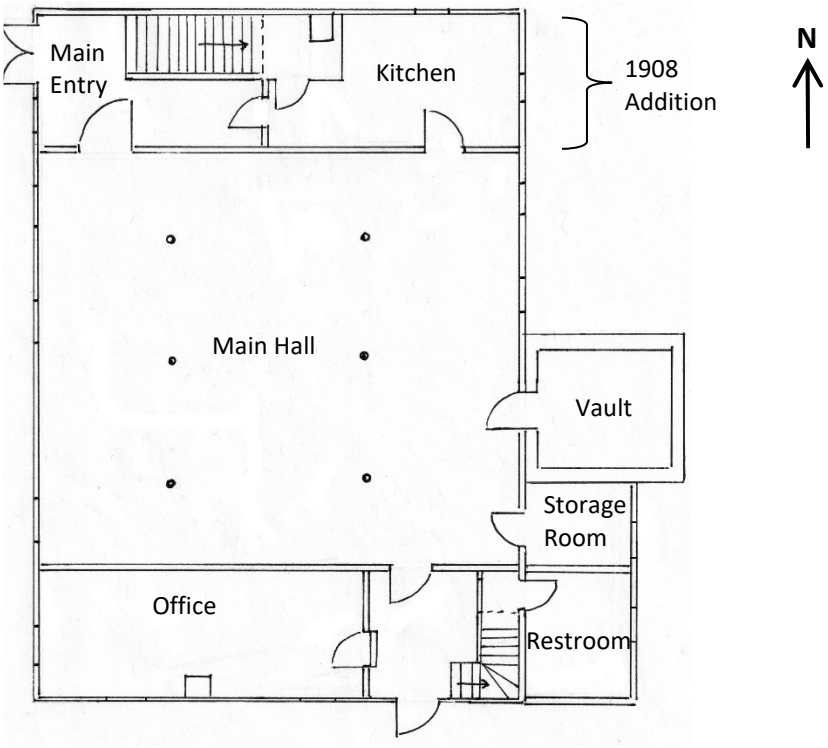


Figure 10: First floor plan (not to scale)

The interior, like the exterior, reflects a mix of alterations and building periods. The first floor consists of a large, central hall with small rooms on the north and south ends. The south side contains a dog-leg stair in the eastern corner, just inside the entry door. This is one of the earliest remaining features, though it has thin round balusters and a simple, turned newel posts that may be twentieth century replacements. There is a small office in the western corner, which may have been enclosed as the Selectmen's Room after the building was moved in 1838. Original finishes here are obscured by twentieth-century alterations, including matchboard paneling, dropped ceiling, and a raised floor level covered with sheet vinyl. Two fluorescent lights are surface mounted to the dropped ceiling. The wide paneling on the upper walls as well as the chair rail are painted, while the narrow vertical matchboard panels below are varnished.

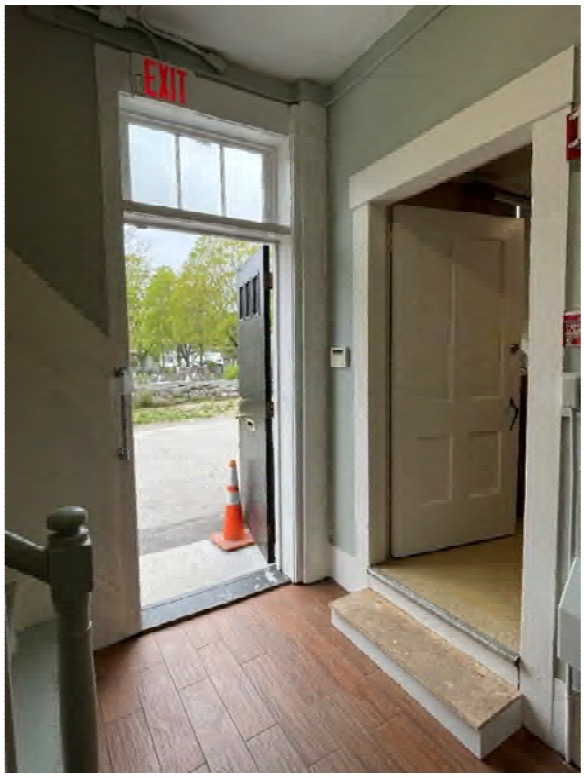


Photo 6: (left) Stairs in the southeast corner, in the process of being repainted.

Photo 7: (right) exterior door on the south elevation, office door at right.

Photo 8: Office in the southwest corner of the first floor.

Photo 9: First floor main hall, facing southwest.

The main hall has the same vinyl flooring and dropped ceiling as the office, and the walls have been paneled with MDF or fiberboard and 2" x 6" wood trim and painted. The six turned posts supporting the second floor may date to the nineteenth century when the second floor was constructed. Florescent lighting is integral with the dropped ceiling tiles.

Photo 10: Kitchen on the first floor, northeast corner, with pine cabinets dating to the 1970s, matchboard walls dating to 1908.

On the north side of the building, the stairway was added in 1908, along with a room in the northeast corner that is currently used as a kitchen and mechanical closet beneath the stairs. The entire north addition is finished in varnished, horizontal matchboards on the walls and ceiling. The kitchen has pine cabinets and a range dating to the 1970s, likely installed when the building was used as the Senior Center. The flooring is of faux-wood vinyl laminate, and the florescent light fixtures hang from the ceiling.

Photo 11: (left) Interior of the vault.

Photo 12: (right) vault door from the interior.

In 1937-39 a one-story addition was constructed off the east wall of the main hall to house the town safe or vault. The interior of the vault has a poured concrete floor and ceiling, with exposed brick masonry walls. A small opening with a hinged, cut glass door is in the center of the east wall, though it has been boarded over on the exterior.

Photo 13: Newly reconstructed restroom, looking southeast.

At the southeast corner, the addition containing a restroom and a storage room have recently been completed, replacing an older addition with generally the same footprint. The storage room is accessed in the southeast side of the main hall, and the restroom is entered underneath the stairs in the southeast corner. New flooring is of dark, faux-wood tile, and the walls are painted sheetrock.

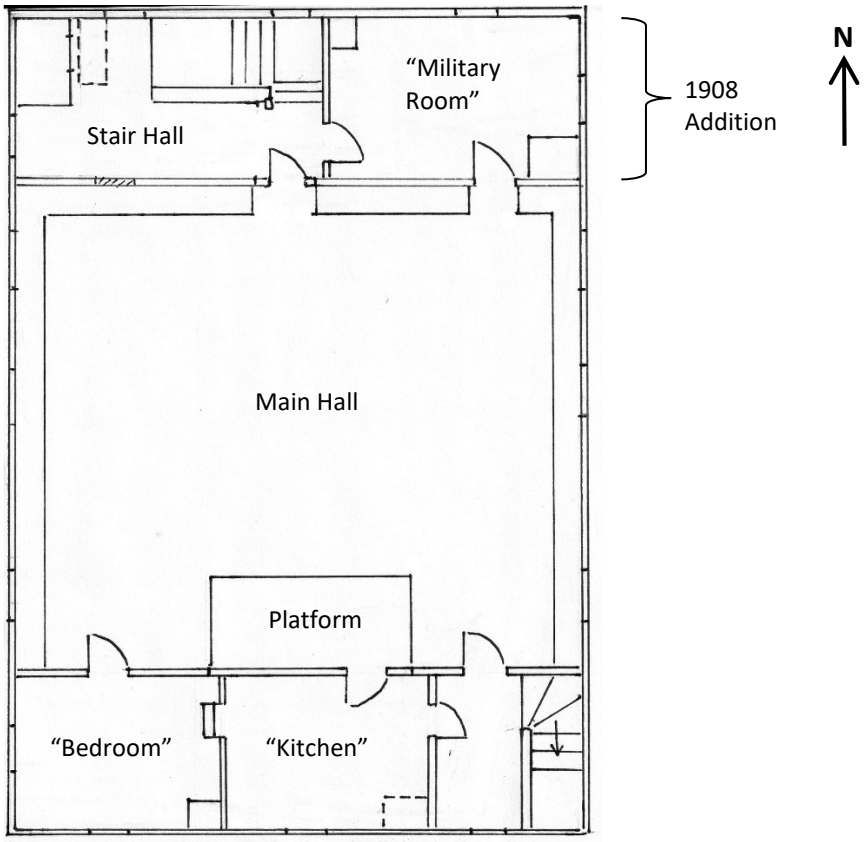


Figure 11: Second floor plan (not to scale)

The second floor has a similar layout with a central main hall and smaller rooms off the stair halls on the north and south ends. The second-floor hall showcases the heavy hewn frame with mortise and tenon joints dating back to the original 1738 construction, along with other added elements applied in 1899-1900 by Edward Searles and his architect Henry Vaughn. During this renovation, Searles had the ceiling of the second floor removed and added new beams and decoration that had been "brought from other lands" (Town Report 1900: 9). The added ornament includes the carved "S" shields and the decorative dentils encircling the room (Photo 48, Page 56). The wood framing members have been stained a dark brown, and decorative false pegs have been added alongside original pegs in some of the framing (see Photo 49, Page 57). Between the posts and joists the interior walls and ceiling were sheathed in beaded matchboard, which is currently painted off-white. Deacons' benches line the perimeter walls, currently painted a dusty rose color. The floors are narrow wood boards. The lighting is of electrified lanterns, which are very similar to those seen in a historic photograph from ca. 1907 (Figure 6, Page 11).

Photo 14: Main hall on the second floor, looking south, showing the raised platform installed for use as a courtroom and balcony above.

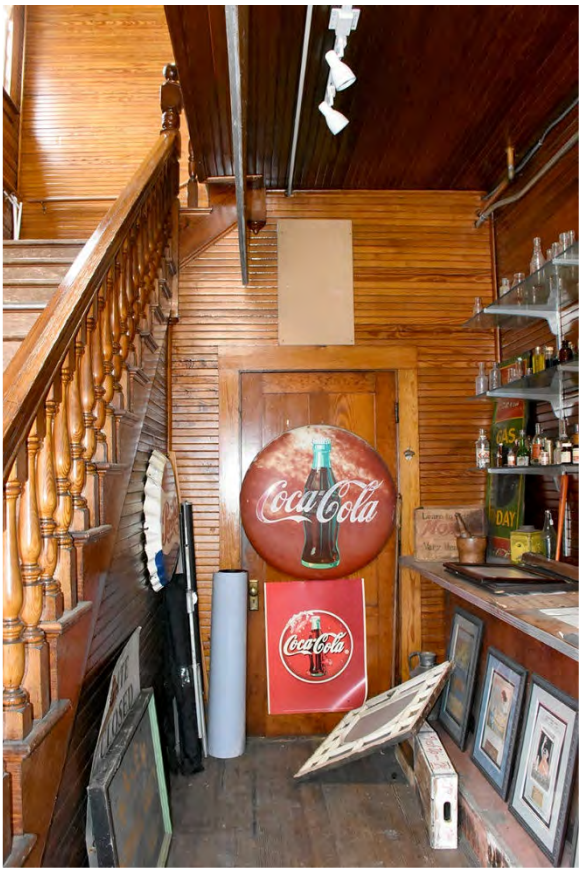
On the south side of the hall is a raised platform centered on the wall, extending from an opening that was infilled with vertical matchboard panels, both of which date to 1961 when the upper floor was used as the municipal courthouse. On either side of the platform are two doorways. The door on the west leads to two small rooms currently interpreted as a historic bedroom and a kitchen. On the east side, the door leads to the corner stair hall. A lofted area above these rooms is accessed through a small opening in the ceiling of the "kitchen," currently used for storage. A railing system of flat sawn balusters sits along the edge of the loft.

Photo 15: Main hall on the second floor, looking northwest. Door to the north stair at left, door to the "Military Room" at right.

Photo 16: Exposed roof framing in the second-floor hall, north wall. The former openings for the paired arched windows are visible in the beaded matchboard sheathing.

The north stair hall addition, dating to 1908 is finished with varnished, horizontal matchboard, slightly different from the beaded matchboard used by Searles in the main room. The wide staircase is made of oak with turned balusters, handrail, and squared newel post. The stair treads and risers are covered in a gray marbled linoleum. The flooring is of 2½"–3"-wide hardwood boards. The matchboard walls and ceiling are almost identical to what is seen in the neighboring Hose House No. 2, which was constructed at almost the same time in 1906.

Photo 17: Main staircase and entry doors in the north addition, constructed 1908.



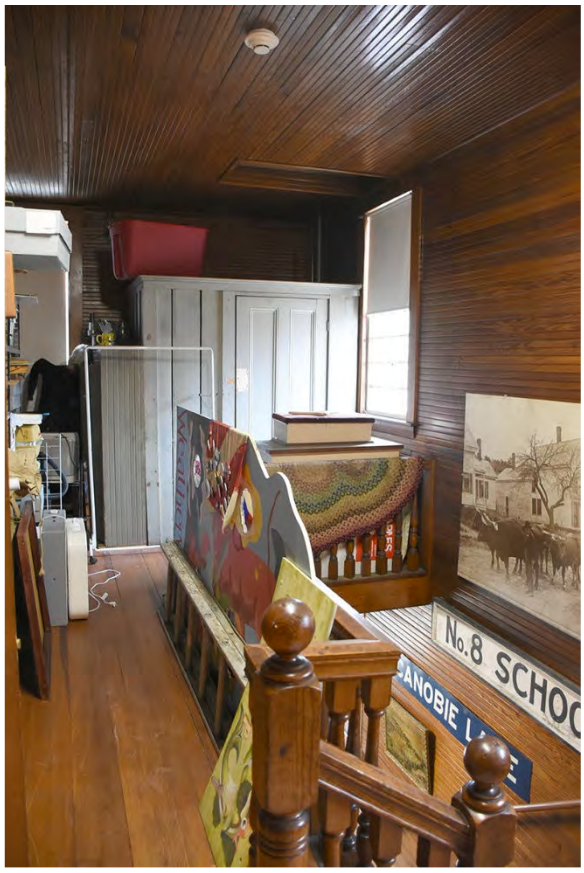


Photo 18: Left: first floor of stair hall, looking towards door to kitchen, looking east.

Photo 19: Right: Second-floor stair hall and storage closet above the main stairs, looking west. Attic access seen in the ceiling.

The small room in the northeast corner of the second floor, currently referred to as the "Military Room," continues the same finishes. What was originally a small water closet, containing a toilet, is on the east wall by the door (Photo 21, Page 30). It is currently used as a clothes closet.

Photo 20: "Military Room" on the second floor, northeast room, looking west.

Photo 21: Water closet in the "Military Room", now used as a storage closet. Vent pipe still remains, extending through the roof.

Most of the doors in the first-floor level are of a four-panel configuration, and some door headers are peaked, consistent with the Greek Revival style popular during the mid-nineteenth century alterations (Photo 22). The interior window frames in southwest room of second floor also have peaked headers and deep sills. The headers of windows on the first floor are obscured by dropped ceilings in the office and main hall. Elsewhere, the doors are three-panel, early twentieth century doors with the exception of the door from the north stair hall into the first-floor hall. This door seems to be the original front door of the building that was removed when the north addition was constructed in 1908 (see Figure 3, Page 7 and Photo 63, Page 69).

Photo 22: Door with peaked header at second floor stair hall, in southeast corner

The attic level over the north addition is accessible through a ceiling panel (Photo 23). The original north wall and its sheathing is exposed, as well as the double-roof system. Visible on the older sheathing are the ghost lines of the original raking eaves as well as the openings for the original central window, the later arched windows and lunette that were installed in 1900, then moved in 1908. Fiberglass insulation is visible between the original and the upper roof, insulating the second-floor main hall. Insulation may have been blown into the original north gable end to further insulate this room, where holes have been drilled into the sheathing (Photo 23). With the exception of the newly constructed bathroom addition, it is unknown whether any other walls or areas in the building contain insulation.

Photo 23: Original north gable end, exterior sheathing exposed in the attic of the north addition. Visible in the sheathing are the original central window, the paired arched windows from 1900, and the ghost lines of the original raking eave boards.

Primary Character-Defining Features

Since its construction in 1738, the Salem Old Town Hall has had a number of alterations and renovations. Many of the current features in the building do not date to one time period but record the various stages in the building's history.

The following are elements that should be maintained or replaced in kind in any future repair, renovation, or rehabilitation of the buildings:

Exterior Character-Defining Features

- Overall building form, massing, and fenestration patterns
- All surviving framing elements from the original construction
- Historic masonry construction (stone foundation, interior/exterior brick chimneys)
- Roof form (Asphalt shingles are not historic)
- Exterior siding (clapboards)
- Exterior wood trim, including corner boards, eave moldings, and dentils
- Original/historic wood window trim and sills
- Historic 6/2, 16/16, and 9/9 double-hung wood sash windows
- Historic double doors and hood on the west elevation
- Historic door surround and transom on the south elevation (door is modern)
- Vault addition, door, and interior finishes

Interior Character-Defining Features

- Interior floor plan and layout of central hall and smaller rooms on the north and south ends, stairs on the north and southeast corners of the building.
- First floor historic materials:
    - Stair hall and stairways (stairs, balusters, newel posts, railings) linoleum on stairs and floor
    - Matchboard wood wall and ceiling panels in the north addition (kitchen, main stair hall)
    - Historic wood flooring in the north stair hall
    - Historic doors and hardware, historic door surrounds
    - Window surrounds and sills in the kitchen and office
    - Interior posts in the main hall
    - Plaster and lath walls and horizontal wood paneling in the southeast stair hall/entry
    - Vault door, interior walls, floor and ceiling
- Second floor historic materials:
    - Matchboard wall and ceiling panels in the north addition (main stair hall, "Military Room"
    - Beaded matchboard walls and ceiling in the main hall
    - Exposed, stained heavy wood framing in the main hall, decorative wood elements ("S" shields, dentils, decorative pegs)
    - Historic wood flooring in the north addition, main hall, loft, southeast stair hall, and southwest "bedroom"
    - Historic light fixtures

- Historic doors and door surrounds
- Former water closet in the "Military Room"
- Storage closet in the northwest corner of the north stair hall
- Raised platform on the south side of the main hall

Non-Character-Defining Features

Exterior

- Exterior door on the south elevation, granite steps and metal railings
- Concrete apron on west side of the foundation wall
- HVAC compressor and gravel pad
- Modern exterior lighting, antenna mounted on south elevation
- New bathroom and storage room addition

Interior

- All modern wall partitions, woodwork, ceiling and floor finishes, restroom fixtures, electrical fixtures, and heating which date to the last quarter of the twentieth century or later:
  - Vinyl sheet flooring
  - Dropped ceilings
  - Florescent lighting, track lighting
  - Modern bathroom fixtures
  - Modern paneling in the office
  - Kitchen cabinets and range
  - Heating units and radiators
  - Surface mounted wires, pipes, and conduit

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Existing Conditions Assessment

Exterior

The exterior of the Old Town Hall is generally in good condition. Recent maintenance efforts have been focused on the bathroom addition in the southeast corner of the building, which was fully rebuilt in 2021. Otherwise very few exterior repairs have been undertaken since the roof was replaced in 2008.

Photo 24: Exterior façade and south elevation.

Roof

The three-tab, dark gray asphalt roof was installed in 2008. It had been replaced in kind at the time. The shingles look to be in good condition, and replacement should be planned 5-7 years when it begins to reach the end of its lifespan.

The current roof structure is in good condition. It is a ca. 1900 addition on top of the original roof structure, with a higher peak and steeper pitch. The structure of this double-roof system is visible from the attic over the north end, above the stairwell (see Photo 23, Page 32). This roof seems to have been added to provide structural support to the original roof, and currently continues to carry much of the load (see Structures North report). The original roof would have been of wood shakes or shingles, which are still visible in the nineteenth century photograph of the building (see Figure 3, page 7). Older roofing material also may still exist beneath the second roof, but investigation was not performed in that location for this report.

Siding, Trim and Paint

Photo 25: Clapboards in between the first and second floors on east elevation are bulging, indicating a shift in the structure beneath. These clapboards should be removed and repaired or replaced, and the structure checked.

The clapboards are generally in good to fair condition. Several areas on the south and east elevations show cracked or warped clapboards. Some shift in the structure is apparent above the 1937-1939 vault addition, which removed some of the structural wall support during its construction (see Structures North report). North of the vault, in approximately the area of the original northeast corner post, clapboards are visibly bulging from the sheathing. The clapboards in this area should be removed and salvaged or replaced, and a sensitive investigation of the structure behind the sheathing can be made to assess the condition of the posts. Any necessary repairs to the structure should be made with traditional joinery methods, and the existing clapboards and sheathing reused as much as possible (see Structures North report).

Photo 26: Biogrowth is seen on the clapboards and foundation walls in the north corner of the vault addition. The vents are for the area above the vault ceiling.

The paint is peeling and lifting on many areas of the exterior clapboards. The west and south elevations have a mixture of older and newer clapboards, as some areas were evidently replaced in separate repair campaigns. The south elevation has a narrower exposure of clapboards within the gable, which is also a pattern seen in historic photographs. These elevations need many repairs, as many of the clapboards are cracked and warped. Small clapboards are missing by the door on the northern end of the west elevation. The north elevation looks to have been replaced as a whole, as the clapboards have a consistent texture and dimension. East elevation also might have been replaced at the same time as the north. There is green algae/biogrowth on the interior corner of the vault shed addition indicating a water problem.

The bathroom addition on the southern end has new wood clapboards and trim, and several clapboards around it have been replaced as well. The boards are currently primed, and they will be painted white to match the building.

Photo 27: Insect or animal holes in the trim on the northeast corner of the vault addition. Peeling paint is seen on the clapboards facing north.

Photo 28: Header and trim molding over the south door are in poor condition.

The trim around the doors and windows is in varying conditions. There are 1"–2" holes in the trim of the vault addition on the east side (Photo 27 above). Window trim and surrounds are in varying condition. Many of the windowsills have been replaced, and the cap moldings on the window

headers are early twentieth-century additions. The header and cornice trim over the door on the south elevation is in poor condition and needs to be repaired (Photo 28, Page 39 above).

Raking cornice of the gable ends have elaborate dentil molding dating to the early twentieth century roof addition, all intact and in good condition.

Windows

The windows are in extremely poor condition throughout the building. They have not received maintenance in many years, and only three windows on the southwest corner have exterior storm windows to protect the sash. Window repair is the most pressing need for the building, as several have broken or missing panes of glass.

6/2 double-hung windows on the first-floor level.

Photo 29: At left, window by entrance on the west elevation is in poor condition with a missing pane of glass in the upper sash.

Photo 30: At right, window on the south elevation with heat tape and exterior storm only over the lower sash.

The first-floor windows contain older, nineteenth century window sash, though the 2-light lower sash were added in the early twentieth century. The northernmost window, adjacent to the main entrance on the west elevation, is missing a pane of glass and is in extremely poor condition (Photo 29 above). The three windows in the first-floor office, in the southwest corner of the building, are the only windows that have exterior aluminum, triple-track storm windows, though the two on the

south elevation are missing the top storm sash (Photo 30, Page 40 above). They also have heat tape applied to the panes of glass, installed in the 1970s or 1980s to combat heat loss during the winter, though these are no longer functional.

Photo 31: Window on the first floor, north elevation, with rusted screen installed over the lower sash.

The single window on the first floor of the north elevation has an exterior screen installed over the lower sash, which is rusted in the corners (Photo 31 above).

All first-floor windows have visible deterioration from weathering as well as loss of glazing putty. All windows need full restoration, including wood repairs, new glazing putty, and reinstallation to restore functionality. The 6/2 configuration, though uncommon and contrasting with the 16/16 windows of the upper floor, should be retained since it is a visual record of the changes made to the building over time. Storm windows can be installed to aid in energy efficiency during the cold months. Exterior storm windows will protect and prolong the life of the window sash, though interior storms preserve the visual appearance of the exterior.

Photo 32: 16/16 double-hung window at the second-floor level of the west elevation. Glazing putty is in poor condition, and lower right pane of glass is cracked. Early twentieth century trim cap was added to the fascia board above the header.

The second-floor windows throughout the building have a 16/16 double-hung configuration. These are ca. 1900 additions as part of the Searles renovation. All the windows and most of the sills are in poor condition (Photo 32 above). The second-floor windows of the east elevation also have the heat tape applied to the interior, though they no longer function.

These windows should also receive a full restoration. Most are no longer functional and have been painted shut. Storm windows could be added to the interior to assist in energy loss during the winters and would retain the visibility of the windows on the exterior. Alternatively, exterior storm windows can be installed to both improve efficiency and protect the exteriors of the windows.

Photo 33: 9/9 double-hung window on the first floor of the east elevation. These may be the oldest surviving windows in the building, potentially dating to the eighteenth century.

The 9/9 double-hung sash on the east elevation are the oldest in the building, some sash possibly dating to the first half of the nineteenth century. These windows are also in very poor condition, showing paint and putty loss on the exterior and degradation of the wood (Photo 33 above). A full restoration is necessary and will likely require a greater amount of wood repair or replacement.

Photo 34: South elevation, paired arched windows and lunette within the gable are twentieth century additions. Glazing putty on each window is visibly lifting or missing.

Each gable end has paired, arched, double-hung windows and a lunette window above within the gables (Photo 34 above). These are early twentieth century additions installed when the secondary roof was installed, as can be seen in the ca. 1905 photograph (Figure 5, Page 9). These windows are also in poor condition, as the glazing putty is visibly lifting and peeling on most of the windows. Storm windows could also be added to the arched windows, but the lunette windows are not visible from the interior and are only open to attic levels.

The recently rebuilt bathroom addition on the southeast corner has two new 4/4 double-hung windows. These new construction windows have insulated glass and will not need any storm windows.

Doors

Photo 35: Main entrance on the west façade. These doors date to the 1908 stairwell addition.

The main entry doors on the west elevation were added in 1908 when the northern stair addition was constructed. These double doors are in good condition and still function as the main entrance to the building. The exterior of the doors is painted black, and the 12-light panel in the upper third of each door has small, square panes of glass that generally match the design of the Colonial Revival 16/16 sash windows of the second floor. Above the door, the 14-lite (2 x 7) transom window also has square panes of glass, though the transom is boarded up on the interior. A wood ramp provides accessible entry and sits directly upon a large stone step. The right-hand door has recent damage to the interior of the muntins in the upper panel of lights (Photo 36, Page 46 below). The damage should be repaired and the doors repainted.

Photo 36: Interior of the main entry doors, recent damage possibly by rodents.

Photo 37: South elevation doorway. The current door is planned for replacement with a solid wood door. The granite steps are approximately 5-6 years old, and the metal railings were recently installed. The clapboards are in visibly poor condition on this side.

The doorway on the south elevation is an original entrance location, though the door is a later twentieth century replacement and is planned to be replaced with a modern, solid wood door (Photo 37). The three-lite transom above the doorway is seen in the nineteenth century historic photograph and is an early feature. The trim cap above the header is in poor condition (Photo 28, Page 39). The granite stone steps were installed 5-6 years ago, and the black metal rails were installed in the past year.

Masonry

Both chimneys above the roof line are in good condition (Photo 38 and Photo 39 below). The chimney on the southwest end predates the chimney on the northeast end, which dates to the 1908 addition. Both chimneys show evidence of repointing repairs. Both have lead step-flashing that looks to be in good condition. The north chimney is still in use for furnace exhaust, and its cap is in need of cleaning and light repointing.

Photo 38: At left, early chimney in the southwest section of the building.

Photo 39: At right, chimney in the northeast corner of the building dating to the 1908 addition.

Foundation

The foundation varies around the building in both material and condition. On the west elevation, the granite block foundation is barely visible between the water table and the concrete apron that lines the front of the building, ostensibly to serve as a splash pad for rainwater coming off the roof. This apron is visibly tilting back towards the building, directing water back onto the foundation. Moss is growing on the concrete apron, and discoloration and rot is seen on the skirtboards as evidence of moisture retention. The concrete should be removed and a gravel or crushed stone border installed.

Photo 40: Foundation on the west elevation is mostly hidden by the low water table and the concrete apron installed to protect the foundations from rain runoff from the roof above. Moisture retention is evident in the moss growing along the edge near the foundation.

Photo 41: Granite foundation blocks on the south elevation are displaced and have missing mortar. They also have a fine layer of white paint sprayed on the surface, likely spillover from a previous painting campaign. Plantings should be pulled back from the foundation walls.

The foundation blocks on the south elevation are more exposed and are visibly out of alignment, with unmortared gaps between the blocks (Photo 41 above). They also have a fine coat of white paint covering most of them, likely from a previous paint job using a sprayer. The paint should be carefully removed with a gentle chemical paint stripper, and the blocks reset (where necessary) and mortared. Plantings are placed directly against this foundation and should be pulled back 6-10 inches in order to prevent moisture build-up. Again, a gravel or crushed stone border should be installed to allow moisture to evaporate at the foundation walls.

Photo 42: North corner of the shed addition on the east elevation, showing moss and biogrowth on both the foundation and the clapboards, indicating moisture retention.

The north elevation foundation, which dates to 1908 is also minimally exposed. It is constructed of mortared fieldstone. The east side of the building also has mortared fieldstone except for the area of the original north corner, which has larger, granite face stones (Photo 4, Page 17). The shed addition containing the vault on the east also has a mortared fieldstone foundation topped by a poured concrete slab. The foundation beneath the slab has open joints and should be repointed (Photo 43, Page 52). The joint between the addition and the main building foundation has visible biogrowth in the form of moss on the stones and clapboards (Photo 42 above). Moisture remediation in this area might be necessary, though an interior, north-facing corner is a common area for moisture problems. The biogrowth should be carefully cleaned off with a non-toxic detergent and natural-bristle brush. A gravel or crushed stone border could be installed here to allow for moisture to evaporate more quickly.

The new bathroom addition at the south end of the east elevation has a new poured concrete foundation. Its apparent contrast with the earlier stone foundations could be softened with landscaping, but it is an indicator of its contemporary construction.

Site

Photo 43: Air conditioning unit newly installed on the east side of the building.

Low plantings and perennials fill an approximately 2-foot border around the west and south elevations, though the plantings on the south elevation are too close to the foundation wall and should be pulled back. The brick walkway leading from the main doors on the west façade to the paved roadway and north to the library is unlevel, and the northern side is partially buried in sand and dirt. The paved driveway and parking area on the south and east side are in good condition and provides sufficient parking for current needs (see Figure 2).

A new HVAC compressor has recently been installed just behind the vault addition on a concrete pad surrounded by gravel (Photo 43 above). This should be screened with either a wood frame and lattice enclosure or with landscaping.

Interior

The interior is generally in good condition, and little has been updated other than the bathroom and storage room on the southeast side. Very few alterations have been made since the building was transferred from civic to museum use in 1981 giving it great integrity. Each space on the interior varies somewhat in finish and condition. The second floor remains mostly unchanged since the early twentieth century, apart from heating and electrical additions. The first-floor main room and office have been remodeled in the mid-twentieth century, and the bathroom on the first floor has just been reconstructed.

Finishes

Photo 44: First floor main room, former town hall space, with dropped ceilings and fiberboard covered walls, looking southeast.

The first-floor main room has mid-twentieth century finishes, including a pressed-tile dropped ceiling, painted wall boards, and vinyl sheet flooring (Photo 44 above). The finishes are in moderate condition, with a few of the ceiling tile seams sagging, and only one area on the south wall missing a tile. A plaster ceiling is visible behind the tile at that location. The recessed florescent lighting is in good condition, though two light fixtures are not functional due to either old bulbs or electrical issues. The flooring is in good to poor condition, with areas of heavy wear and edges peeling or warping.

Photo 45: Trap door in floor of the main room providing access to the crawlspace. Area is clean and dry, and CMU blocks supporting floor structure are visible.

Access to the crawlspace beneath the building is in the center of the room. The crawlspace is dry and clear, showing CMU blocks providing support beneath floor joists and the interior columns (Photo 45 above).

The office in the southwest corner is in good condition. The painted wood paneling above and clear finished panels below the chair rail show few marks or evidence of wear, though most of the surfaces are hidden by furniture and bookshelves. The security system and alarm panels are installed on the east wall of the office, and the corners of the walls and ceiling in this area have conduit and many surface-mounted wires (Photo 46, Page 55 below). The flooring is of the same yellow sheet vinyl as in the main room, and the surface shows general wear. There is a small area of water staining on the dropped ceiling by the interior chimney; otherwise, the ceiling is in good condition (Photo 47, Page 55).

Photo 46: Surface-mounted conduit and wires in the eastern corner of the office.

Photo 47: Small area of water staining in the ceiling tiles adjacent to the interior chimney stack.

The stairway in the southeast corner of the building, adjacent to the side entrance, is likely very early, one of two original staircases (Photo 6, Page 20). The railing and balusters may be twentieth

century replacements and are in very good condition. The stairs are in fair condition, though the treads and risers show a heavy wear and dents from usage. The construction of the new bathroom has prompted repainting and surface repairs of the entire stair hall.

Photo 48: Slight discoloration on the painted beadboard panels adjacent to the carrying beam. Wires and conduit are surface-mounted along trim around the room.

The main room of the second floor still retains its finishes from the 1899-1900 Searles remodeling campaign. The beadboard panels covering the walls and ceiling between the posts and beams are painted off-white and are in good condition, though the surface is not even in most areas. Only a few areas show any discoloration from water damage or major displacement, and these are generally seen on the east side of the building, where some structural movement is apparent in a visibly dropped roof truss, causing bowing and buckling of the finishes (Photo 48 above and Photo 50, page 58). The water damage does not seem to be an active problem and likely due to an old roofing issue. The bowing of the east eave line is likely due to the removal of a structural post during the construction of the first-floor vault room. This area should be monitored for a year to see if there is any further movement (see Structures North report). The room has not been painted in a number of years, and after some of the loose boards are reset, the painted surfaces should be scraped and repainted in the next few years. The stained finish of the exposed wood framing is in good condition. There are some areas where the decorative pegs are missing from the posts (Photo 49, Page 57 below). Missing pegs should be replaced and stained to match.

Photo 49: Post with added, decorative pegs missing.

The walls and trim in this room carry a number of wires and conduits, many of which are no longer in use and should be removed.

Photo 50: Beadboard panels in the southeast corner show displacement, painted ghost of the former location of a PA speaker.

Photo 51: Bench on the west wall of the second-floor hall, showing surface wear through the paint

The benches lining the walls are in good condition, though the paint is wearing on the surface of the seats and arm rests due from use. The wood flooring is in fair condition though the clear finish is

also worn and aged, exposing bare wood in high-traffic areas. The wood floors should be refinished in the near future, with a protective, oil-based polyurethane finish applied.

The museum rooms on the south side of the main space of the second floor have wider, painted pine floors in the "bedroom" in the southwest corner, which are in good condition. The parquet flooring on the central raised platform is in good condition. The platform area extending out into the main space is finished with black marbled linoleum tiles and aluminum edging. The linoleum is peeling in some corners, and the front shows wear and abrasion.

Photo 52: Painted pine flooring in the "bedroom" and the modern, elevated parquet flooring into the "kitchen" room.

The lofted balcony area on the south side of the second floor shows some old water damage in the beadboard paneling wrapping the chimney stack. This is apparently no longer an active leak. The finishes in this area, such as the flooring and windows, are consistent with the rest of the room.

Photo 53: Linoleum covering the treads and risers of the main staircase.

The northern addition, containing the staircase, kitchen, and "Military Room," is finished in varnished matchboard on the walls and ceiling. The staircase is in excellent condition, and the linoleum over the treads and risers is also in excellent condition (Photo 53 above). The horizontal beadboard panels and their finish are in excellent condition, with little evidence of staining or damage. The flooring is of wood boards and shows signs of surface wear and water damage from general use (Photo 54, Page 61 below). The floors in the stair hall and in the "Military Room" need refinishing. The floors should be lightly sanded and an oil-based polyurethane finish added to prevent further deterioration.

Photo 54: Flooring on the first-floor level of the main entrance on the north end. Surface wear and water staining is visible. The floors need to be refinished with a protective clear coat of varnish.

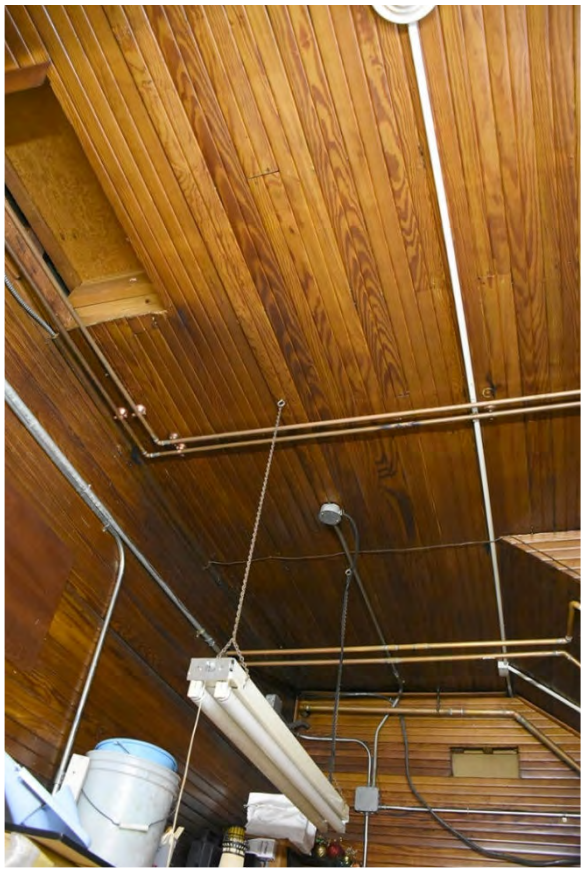


Photo 55: Ceiling of the kitchen, looking west, with conduit and pipes mounted on the surface of the wood beadboard panels.

The first-floor kitchen/mechanical room holds the boiler and oil tanks in a closet beneath the stairs. Again, the beadboard walls and ceiling are in excellent condition, but much of the surface is obscured by shelves and other storage. Many pipes and conduits are mounted to the surface of the ceilings and walls (Photo 55). Several cut-outs have been made in the ceilings and walls for air flow or mechanicals. The pine cabinets are 1970s additions and are mostly in good condition, but the cabinets nearest the sink show heavy surface wear (Photo 10, Page 22). The flooring is a vinyl laminate made to look like wood boards. It is generally in good condition but the vinyl on the trap door in the northeast corner is peeling off.

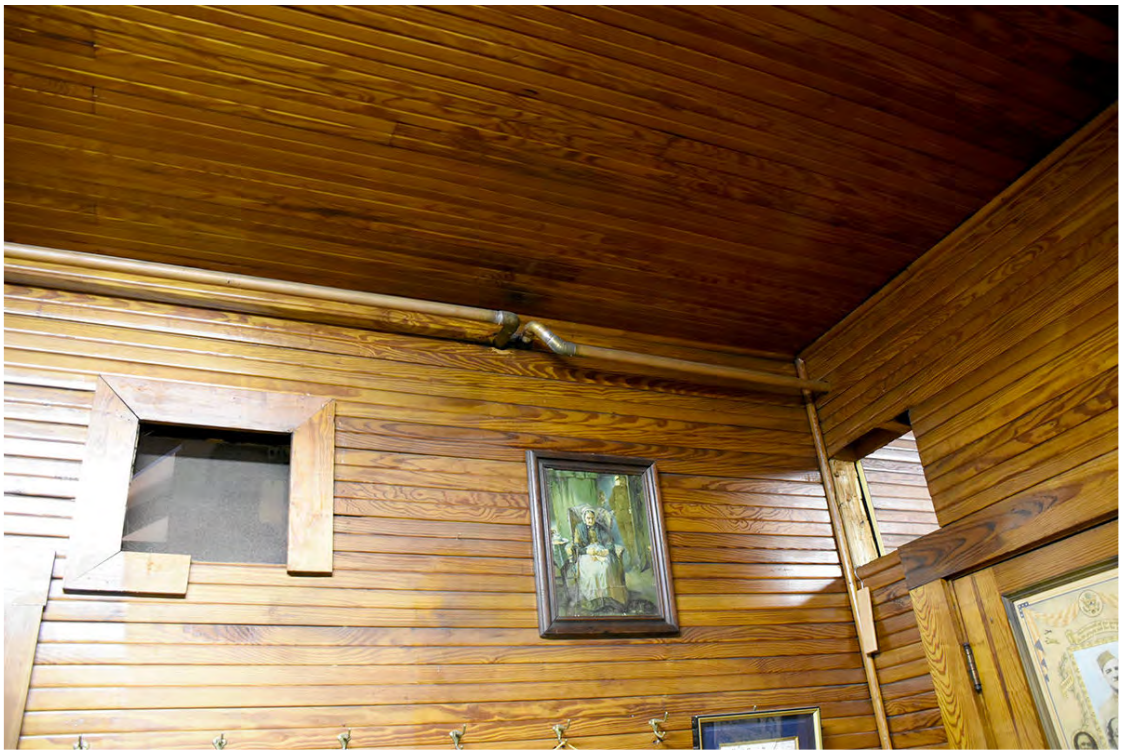


Photo 56: Openings have been cut into the upper walls of the "Military Room" for ventilation.

The finishes in the "Military Room" are in good condition. There have been alterations in the walls with holes cut for ventilation and pipes (Photo 56 above). The chimney has been encased in the same beadboard, and the edging is beginning to lift away from the walls at the top outside corner (Photo 57). The flooring is worn and stained through use, similar to the condition elsewhere in the north addition.

Photo 57: Chimney stack encased in beadboard in the "Military Room," edging strips are pulling away at the top corner.

Windows

As discussed for the exterior, all windows are in very poor condition. They are generally non-functional, with serious amounts of deterioration to the wood muntins, stiles, and frames. Rot and damage from insects and vermin are apparent on many of the windows. Most of the windows have opaque roller shades on the interior, and they are usually covered at all times. All windows need full restoration, with some requiring extensive repair. The windows should be made fully functional, and weatherstripping should be installed during the restoration to provide a tighter air seal. Storm windows should be applied to all windows for efficiency and protection.

The 6/2 double-hung windows in the first-floor office have electrical heat tape applied to the interior of each glass pane, though these are no longer functional. These windows are painted and nailed shut in some cases (Photo 58 below).

Photo 58: Window interior on south wall of first floor office. Electrical heat tape has been applied to the interior of each glass pane, and wasp nests are apparent on the exterior of the lower sash.

The 16/16 double-hung windows on the second floor, dating to the early twentieth century, are also in poor condition. The window surrounds in the main room were renovated in 1900 and the sills removed, so that the casing picture-frames the sash (Photo 59 below). The trim at the base of the windows is generally in poor condition, with evidence of water damage. Heat tape was also applied to many of the second-floor windows in the main hall on the east side, and this should be removed in the restoration of the windows. Most of the windows in the building are not weighted, but those of the "Military Room" have broken sash cords (Photo 60, Page 67). Several are misaligned so that they no longer close tightly.

Photo 59: Window interior in the east wall of the second-floor main room. Interior sills were removed in the 1900 renovation. Deterioration and water damage is apparent in the lower sash and trim.

Photo 60: Interior of the north window in the "Military Room" showing a broken sash cord and rot/deterioration of the muntins and lower rail of the lower sash. This is one of the few windows with sash weights and cords.

Window interior of 9/9 window on east wall in kitchen Photo 61: (left) and in the main room Photo 62: (right). Muntins have severe deterioration, and upper and lower sash do not meet properly. Window muntins differ, showing the use of sash from different time periods.

The 9/9 double-hung windows on the east elevation are severely deteriorated. Some of the sash look to date to the first half of the nineteenth century, and others are later. The lower sash of these windows are in the worst condition and will need extensive repair.

Doors

The doors are generally in good condition and vary in age and design. Much of the hardware on the doors is historic, with the exception of modern deadbolts.

Photo 63: Five-panel door from the main entrance into the first-floor town hall room. Wear and surface abrasion is apparent on the corner and around the doorknob and lock.

The wide door from the main entry hall into the first-floor town hall room may be the original front door on the west elevation, reused in this location (Photo 63 above). The design matches the door seen in the pre-1900 photograph (Figure 3, Page 7). It is grain-painted on the side facing the 1908 stair hall and painted white on its other face. It is in good condition, with general wear and abrasion around the lock hardware and open edge.

Three-panel doors on the second floor.

Photo 64: (left) leading to the southeast stair hall, shows wear and soiling around the locks and hardware.

Photo 65: (right) the door leading from the "Military Room" to the stair hall is varnished and in very good condition.

Doors dating to the 1900 renovation and 1908 addition are still in place in several locations. These three-panel doors are in the second-floor main room and "Military Room" (Three-panel doors on the second floor.

Photo 64 and Photo 65 above). Those leading into the main room are painted and in good working condition. The surfaces of all are worn from use and could use repainting, especially the door to the "Military Room," which has a number of locks and security sensors on it (Photo 15, Page 27). The door leading from the "Military Room" to the stair hall (Photo 65 above), as well as the door directly below it from the kitchen to the stair hall, is varnished rather than painted and both are in very good condition. These doors generally remain locked and unused.

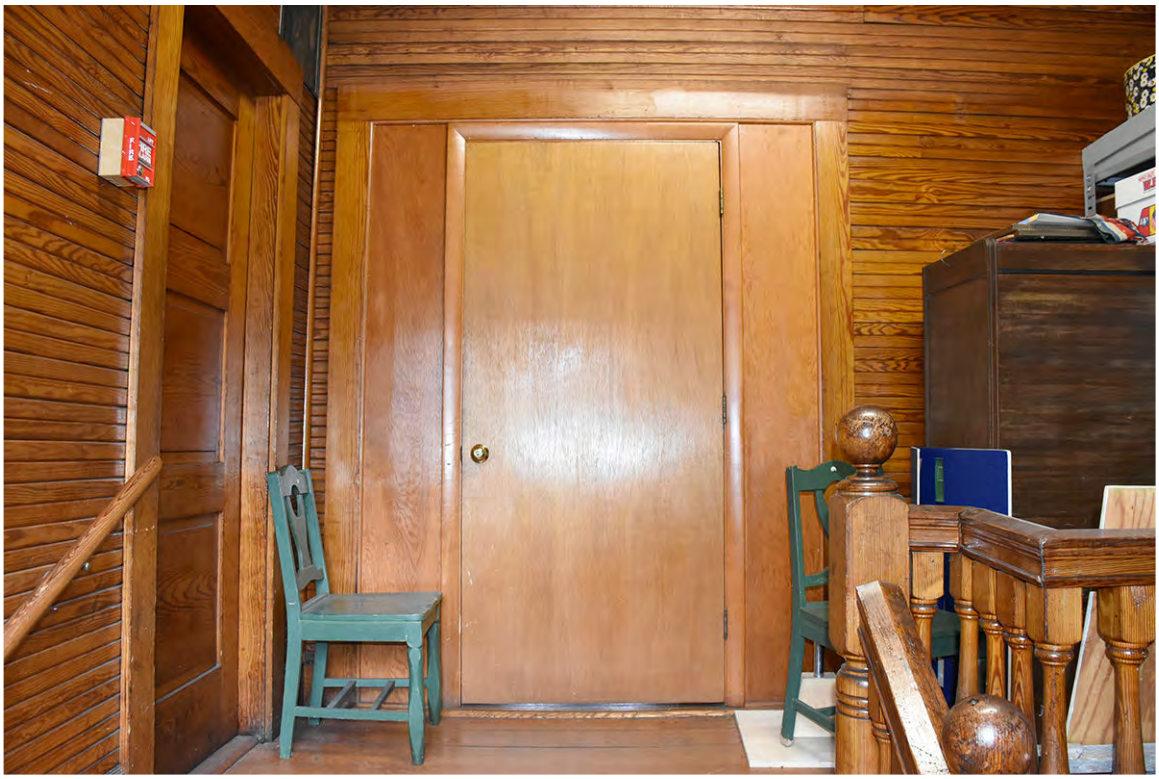


Photo 66: Main doorway into the second-floor hall was infilled in the mid-twentieth century with a flat hollow-core door. A 1908 3-panel door into the Military Room space is at left.

The main door from the stairs to the second-floor hall was likely originally a set of double doors, but the opening has been infilled to contain a single, flat hollow-core door (Photo 66 above). This modern door, though matching in color and wood tone, does not match the character of the surrounding finishes in the building.

Mid-nineteenth century doors.

Photo 67: (left) first-floor office door and

Photo 68: (right) south door into the main first-floor space.

The doors into the office on the first floor, the main room on the first floor, and the space beneath the balcony on the second floor, all accessed from the southeast stairhall, are mid-nineteenth century doors. All doors and their frames are in good condition. The first-floor office door has many patches where former hardware was located (Photo 67 above). These patches could be repaired and resurfaced to be smooth and less unsightly. The first-floor door into the former town hall room also has surface wear, but can be easily repaired with sanding and paint (Photo 68 above).

MEP Systems

The mechanical, electrical, and plumbing systems are generally in good working condition. The heating system is comprised of a variety of baseboard or vented hot water heating panels installed in each room. Original floor vents indicate that the building had relied on a gravity heating system, using convection to bring heat to the second floor (Photo 69 below). The second-floor hall has additional heating units suspended from the rafter beams (Photo 70, Page 74 below).

Photo 69: Floor grate for heat and air exchange in the Military Room, north wall, with later radiator panel at right along wall.

Photo 70: One of two heating units mounted on the north wall of the second-floor hall.

The south rooms on the second floor have a different heating system. Finned tube baseboard radiators line the west and south walls in the "bedroom" and central room (Photo 71 below).

Photo 71: Finned tube baseboard radiators are installed in the second-floor rooms on the south side.

The boiler is in good condition and is serviced regularly (Photo 72 below). Fuel is stored in two small oil tanks beneath the stairs on the north side. As noted earlier, heating and pipes are surface mounted to walls and ceilings and are left generally exposed (except for rooms with drop ceilings). Any pipes that are no longer used or functional should be removed.

Photo 72: Boiler located beneath the north stairs

The plumbing is in good condition. Sewage is collected in a holding tank, which is serviced regularly. Portable toilets are brought to the site to accommodate larger events or functions. The water heater for sinks runs off the boiler in an expansion tank. The newly reconstructed bathroom meets all code requirements. The sink in kitchen is in good condition. A vent pipe, seen above the roof line, is still connected to the small bathroom in the northeast corner on the second floor. However, this is no longer connected to plumbing and has not been used as a toilet in many years.

The main electrical panel is located just inside the main doors on the north wall (Photo 73 below). The panels are out of date and need to be replaced to upgrade the entire system. Many of the outlets and light switches are also old and need to be replaced. Much of the electrical wiring is taken through the building via conduit, which is surface mounted to the ceilings and walls (Photo 73 and Photo 74 below). Any extraneous and disused wiring, including telephone wires, that are surface-mounted should be removed from the interior walls. New wiring should be surface mounted or installed with the least impact on the building as possible. Light bulbs should be replaced with LED bulbs in a warm tone where appropriate to reduce energy consumption.

Photo 73: (left) Electrical panel just inside the main doors, and

Photo 74: (right) Electrical conduit surface-mounted to walls and ceilings.

ADA Compliance

The Salem Old Town Hall is not currently fully ADA compliant. There are two solutions from which to choose. There are two entries into the building, but each has an issue complicating access. The west entry has double doors so is sufficiently wide and is at ground level with only a low sill to cross. Currently a small wooden ramp provides wheelchair access into the first floor. However, there is no pathway from the parking area and so users must cross the lawn and even that would not be possible during winter. Solution: A hard surface path from the parking lot to this door would solve that problem. The parking area is asphalt with plenty of room to create a designated space. The south door opens directly onto the parking area, but is approached by three steps, so its use would require construction of a professionally designed ramp. Currently there is no handicapped access to the second floor. The Historical Society might consider preparing a video of second-floor exhibits as a way to make them known to users confined to the first floor. The bathroom has just been reconstructed and is ADA compliant.

Recommendations

The Town of Salem should establish a cyclical maintenance plan in order to ensure that the building's needs are addressed on a regular schedule.

High Priority

- Window restoration: Following a window inventory, all windows should be restored. The current window configuration should be retained, as it provides a visual history of the building. Exterior storm windows should be added to both protect the windows and provide a thermal barrier. (Refer to *Preservation Brief 9: The Repair of Historic Wooden Windows*) (Estimated cost: $50,000-$80,000 for window restoration, $9,500 for storm window installation)
- Exterior wood repair: The exterior clapboards on the east and south elevations, in particular, are in need of repair and/or replacement. Clapboards that are loose, split, rotten, or missing should be replaced. After removing clapboards on the east side above the vault, sensitive investigations should be made behind the sheathing to check the structural posts for deficiencies. This area should be monitored for a year to watch for active movement or settling. Trim that is rotten or has holes should be replaced. (Estimated cost: $15,000-$30,000)
- Exterior paint: The exterior clapboards and trim should be properly prepared and painted after repairs are made. An oil-based primer should be used beneath 2 coats of an exterior latex paint. A lead-certified contractor should be used. (Refer to *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*) (Estimated cost: $21,500)
- Interior electrical upgrades: The main electrical panels should be upgraded for code and safety. All electrical outlets and light switches that are non-functioning or out of code should be replaced. Any extraneous wiring or conduit that is no longer used should be removed (Estimated cost: $15,500)
- Exterior masonry: The exposed foundation walls on the south elevation are displaced and have large gaps between the granite stones. The rubble foundation of the vault addition is missing mortar and should be repaired. The foundation walls should be repointed and stones reset where necessary. The rubble foundation walls elsewhere on the north and east sides are in good condition. The north chimney should be cleaned and repointed where necessary. (Refer to *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*) (Estimated cost: $2,000-$3,000)

Medium Priority

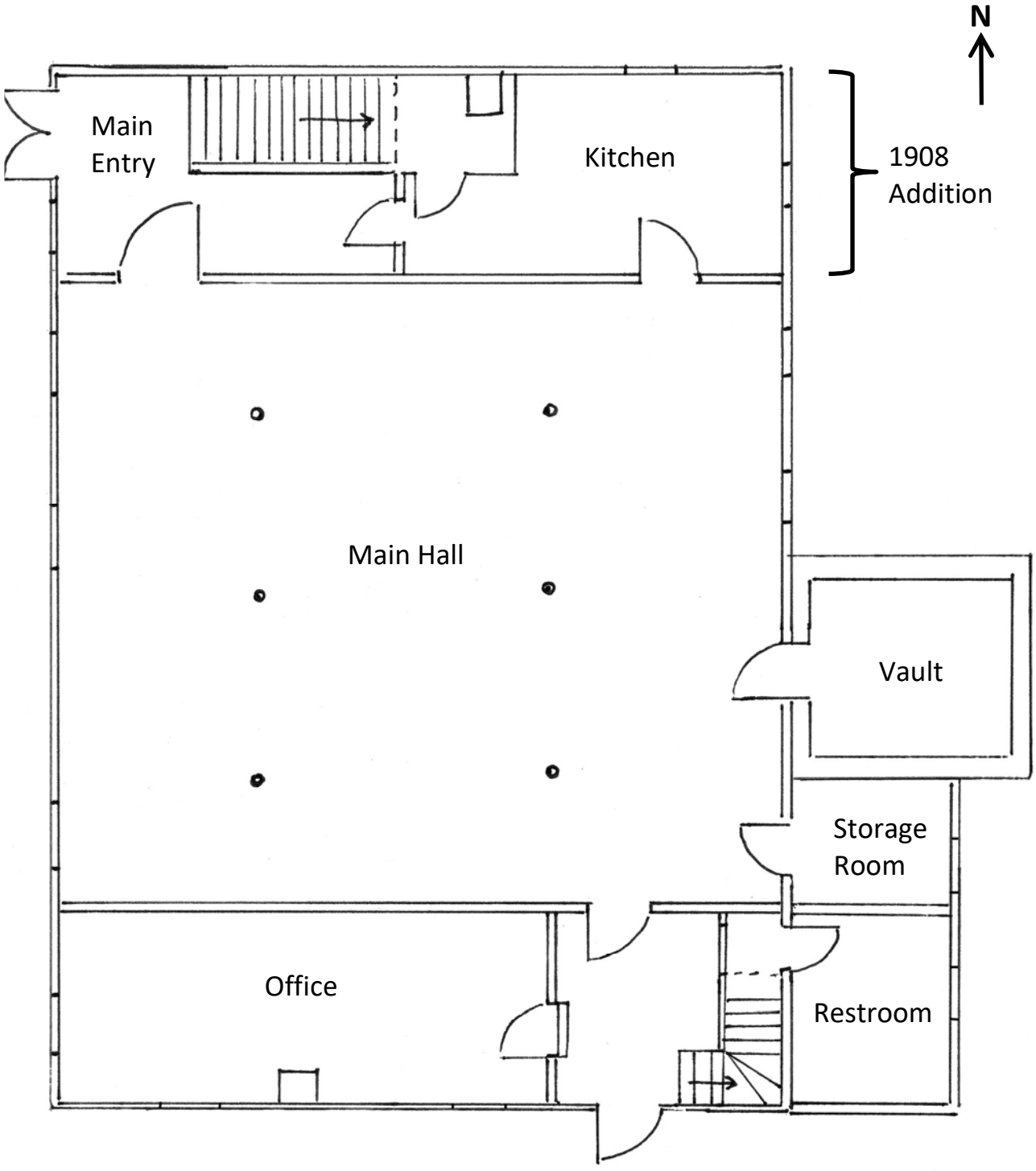
- Interior wood repair and painting: Painted surfaces in the second-floor main hall should be scraped and repainted after any necessary repairs. Wood flooring should be sanded and refinished in the north stair hall, the second-floor main hall and the Military Room. (Refer to *Preservation Brief 28: Painting Historic Interiors*) (Estimated cost: $10,000 for walls, $12,000 for the floors)
- Landscaping: The concrete apron along the west foundation wall should be removed. A border of crushed stone or gravel should be added in its place to promote drainage and

evaporation from the foundation walls. Plantings should be set back 6-10 inches from the foundation walls on the south side. A border of crushed stone or gravel should be added to the east elevation and north wall of the vault addition. (Estimated cost: $5,000)

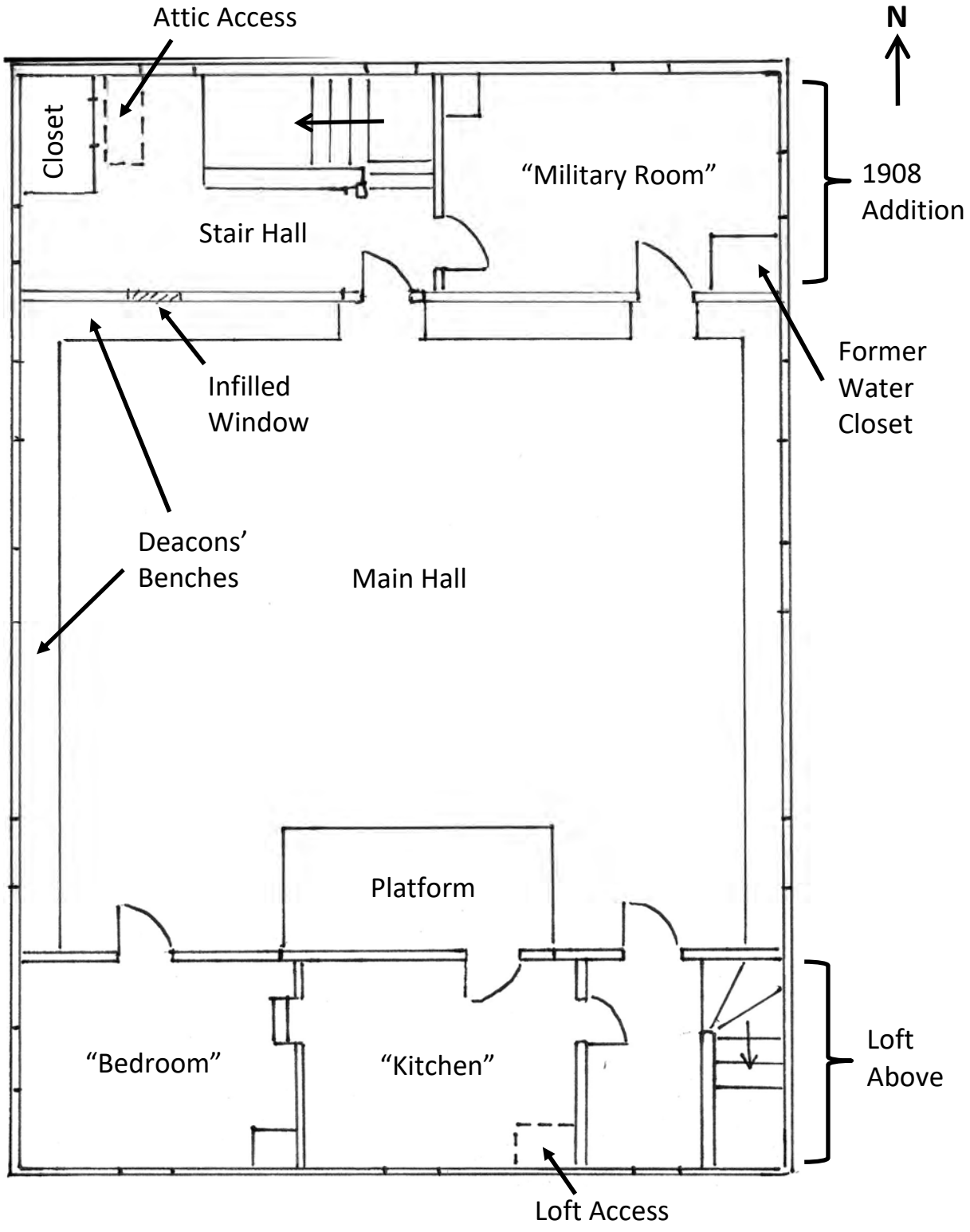
Low Priority/Long-Term Maintenance

- Roofing: The asphalt roof is in good condition but will reach the end of its lifespan in 8-10 years. The Town should plan to replace the roof as part of a regular maintenance cycle. Black, 3-tab shingles should be used to match existing, or if not available, a low-profile architectural shingle could be used. (Refer to *Preservation Brief 4: Roofing for Historic Buildings*) (Estimated cost: $10,000-$20,000)
- Interior electrical upgrades: Replace current light fixtures, with the exception of the historic lantern-style lights on the second floor, with more efficient fixtures and LED bulbs. (Estimated cost: $8,800)

Drawings



Drawing 1: Sketch floor plan of the first floor (not to scale)



Drawing 2: Sketch floor plan of the second floor (not to scale)

Secretary of the Interior's Standards

All repairs and treatment of should follow the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. A full copy of the Standards and Guidelines can be found on the National Park Service's website (https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf).

The guidelines for Rehabilitation as a treatment should be followed for The Salem Old Town Hall. According to the Secretary of the Interior, Rehabilitation as a treatment is appropriate "when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate."

Standards for Rehabilitation

The Standards will be applied taking into consideration the economic and technical feasibility of each project.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Preservation Briefs

The National Parks Service has published a series of Briefs to recommend methods for rehabilitation and treatment of historic materials. These briefs should be followed to maintain good standards of preservation and preserve the historic character of the building. Below is a list of recommended briefs for the treatment of the Salem Old Town Hall. (All Preservation Briefs can be found online at https://www.nps.gov/tps/how-to-preserve/briefs.htm)

2. Repointing Mortar Joints in Historic Masonry Buildings:

https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm

3. Improving Energy Efficiency in Historic Buildings:

https://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm

4. Roofing for Historic Buildings:

https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm

9. The Repair of Historic Wooden Windows:

https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm

10. Exterior Paint Problems on Historic Woodwork:

https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm

28. Painting Historic Interiors:

https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm

32. Making Historic Properties Accessible:

https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm

47. Maintaining the Exterior of Small and Medium Size Historic Buildings:

https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm

Supplemental

A. **Structures North – Structural Conditions Memo**
B. **Window Woman – Window Repair Estimate**
C. **Gerald LaFlamme – Electrical Upgrade Proposal**

Structures North
CONSULTING ENGINEERS, INC.

60 Washington St, Suite 401
Salem, Massachusetts 01970-3517
P.O. Box 01971-8560
T 978.745.6817 | F 978.745.6067
www.structures-north.com

11 May 2021

Town of Salem Department of Public Works
21 Cross Street
Salem, NH 03079

Attention: Roy Sorenson, Director
rsorenson@salemnh.gov

Reference: Salem Historical Museum, Structural Condition

Dear Mr. Sorenson:

On Tuesday, May 4, 2021 I conducted a visual evaluation of the Salem Historical Museum's roof structure, in response to apparent concerns over its soundness.

The Salem Historical Museum served since 1740 as Salem, NH's Town Hall until being replaced by the present Town Hall and being repurposed to a museum. For the purposes of this report, the museum will be considered to face the westerly direction.

ROOF STRUCTURE

During my visit I noted the following with respect to the roof structure:

- The original roof structure is visible form the interior and is constructed with wood planking running between frequently spaced wood purlins that span in the north-south direction between east-west running timber trusses. These are presumably supported by timber posts within the east and west exterior walls.

  During the mid-20th century, a second roof was constructed over the original at a steeper slope. This was framed with dimensional lumber 2x12 rafters spanning from the eave to ridge in standard gable configuration with board sheathing.

  The bases of these rafters are each "birds mouthed" onto a double 2x6 plate that is supported on regularly spaced, short vertical 2x12 cripples that land on the exposed top of a wide timber that is likely to the top plate of the original exterior wall. This timber appears to run continuously between trusses, and in traditional timber construction would be laterally tied to the ends of the trusses, thereby providing an indirect lateral tie to the base of the added roof.

- Looking at the eave lines from the exterior, I found that the east eave bows outward toward the east, and the west eave bows inward, also toward the east. The amount of eastward movement of the east eave appeared visually to approximate the eastward movement of the west eave, suggesting that the distance between the eaves has remained constant. Therefore, the roof tie system described above appears to be working.

- As observed from below, most of the original roof purlins sag significantly along their span lengths, which would typically be of concern and may have prompted the construction of the second roof, which relieves the purlins from carrying snow. Further, I noted a network of small metal rods that run from the purlins to the new roof structure, which means that some of their dead load is being relieved as well.

Based upon the conditions noted, the roof structure appears to have been retrofit in a reasonable and well-conceived manner and should continue to safely function for many years to come.

The lateral, eastward shift of the eaves may have been caused by heavy winds or a falling tree, and likely occurred before the new roof was constructed. Other than for its odd appearance, the lateral bowing of the eaves should not be of significant concern, especially given the fact that the second roof essentially doubled the roof structure's diaphragm resistance to lateral loads.

EAST EXTERIOR WALL CONDITIONS

Although not directly related to the roof structure, also I noticed the following conditions at the east wall during my visit:

- There is an abrupt bulge in the wood clapboard siding at the second floor level, at about the northern third point of the building's length. Based upon my experience with similarly constructed buildings, this can be a sign of localized compression in the timber frame, where the structure shortens within a specific area and the siding and sometimes also the sheathing buckle outward. *I recommend carefully removing the affected clapboards and a few of the sheathing boards to expose the timber structure within to look for damage. Depending upon what is found, traditional joinery repairs using naturally rot-resistant white oak is usually the preferred solution. As much as their conditions allow, the original siding and sheathing boards should be reinstalled*.

- I noticed that there is an abrupt dip in the center of the east roof eave. This corresponds to the end of a roof truss that has visibly dropped, as viewed from the interior. The truss is located over the door to the first floor safe, and whatever post that supported the truss would need to have been cut out in order to make room for the doorway.

I climbed onto the roof of the safe, which is now enclosed within an added lean-to addition, and found the original building wall to be bowed out by several inches. The eave dip and the wall bow suggest that there is a strong possibility of structural damage within this area of the wall. *Because this condition is protected from weather and enclosed in finishes, I recommend geometrically monitoring this portion of the wall for a full year to see if there is any change. If any movements are found to occur, then further investigation and selective removal of finishes will be warranted*.

Thank you for the opportunity to inspect this wonderful structure. Please contact me if you have any questions or if we can be of further assistance.

Respectfully yours,

STRUCTURES NORTH CONSULTING ENGINEERS, INC.
John M. Wathne, PE, President

WINDOW WOMAN OF NEW ENGLAND
44R Elm Street •Amesbury, MA 01913
Phone:(978) 532-2070 • Fax:(978) 532-0040
www.window-woman-ne.com

April 25, 2021

Salem Municipal Services
Attn: James Pacheco

RE: Salem Old Town Hall, 310 Main Street, Salem, NH

Dear James,

Thank you for contacting us about the windows in this lovely building.

The first floor windows are in very poor condition. There are a few storm windows and I would strongly recommend new storm windows for all of the windows, but particularly the first floor.

There are two options – Renovation or Restoration

Our Renovation Process includes:

Remove window sash to the interior. Windows that don't have storm windows would have to be boarded up.
In our workshop: remove all exterior glazing putty
Number and label glass as to location, replace any broken or scratched panes with similar character salvage glass
Remove exterior paint via steam, infrared heat, and hand scraping (no chemicals)
Scuff interior to prepare for refinishing
Repair any damaged muntins, weak joints, surface damage
Re-putty glaze exterior with Sarco Type M putty
Prime exterior with alkyd primer
Apply two top coats of customer specified paint to exterior
Re-install with new sash cords and bronze weather stripping

Our Restoration Process includes:

All of the above plus prime and paint interior

Window Type	*Renovation*	*Restoration*	*Count*
Six over Two	*$1500*	*$2100*	*9*
Sixteen over Sixteen	*$2300*	*$3975*	*9*
Nine over Nine	*$1875*	*$2650*	*3*
Arch 17/12	*$2150*	*$3700*	*4*
Demi lune	*$2000*	*$3000*	*2*

Additional services – clean original hardware and return - $25 per window or supply new sash locks @ $15 each.

Storm windows – I recommend the ProVia line of combination storm windows – these have both glass and screen panels for year round protection and ventilation.
Cost per storm window $350 or $9450 for all 27 windows.

Work Schedule
We try to schedule work to be in our shop for the minimum time necessary – generally around three to four weeks. During the summer our work load increases dramatically so time frames get longer. Generally it works best for batches of windows – anywhere from four to ten windows we can turn around efficiently.

Payment Schedule
A deposit of one third is required to book time in our calendar. Balance is due as windows are completed.

Warranty
We are committed to your satisfaction, and we stand behind the quality of our work. We will use our best efforts to perform our obligations under this agreement. Often the fit of windows changes from season to season, we are always happy to tweak the fit in the first year after work is completed at no additional charge.

We do not use chemical paint strippers, only heat, steam, and manual removal. We practice safe lead paint handling and removal processes. Our team has completed the EPA RPP certification training and we have received our Certification to Conduct Lead Based Paint Activities and Renovations.

About our company
Window Woman of New England was established in 2003. A list of references is available on request. Home Improvement Contractor registration #166056. We are fully insured.

If any further information or clarification is needed please don't hesitate to contact me at 978-532-2070 or via email at ahardy@window-woman-ne.com.

Sincerely,

Alison J Hardy

PROPOSAL

GERARD A. LAFLAMME, INC.

P.O. Box 5706
MANCHESTER, NH 03108
(603) 432-0878
FAX (603) 437-3820

PROPOSAL SUBMITTED TO: Town of Salem, NH
ATTN: David Wholley
STREET: 21 Cross St.
CITY. STATE and ZIP CODE: Salem, NH 03079

DATE: 4/26/2021
JOB NAME: Salem Old Town Hall Electrical Upgrade
JOB LOCATION: Main St. Salem, NH

WE PROPOSE hereby to furnish material and labor - Complete in accordance with specifications below, for sum of:

Item 1: Fifteen Thousand Five Hundred and 00/100 Dollars ($15,500.00)

Item 2: Eight Thousand Eight Hundred and 00/100 Dollars ($8,800.00)

Payment to be made as follows: ***No later than 30days from date of invoice***

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

AUTHORIZED SIGNATURE: *Donald Mendzela President*

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and estimates for:

Item 1: Provide and Install (1) 200A MCB 1P 3W 120/2450V 60 space panelboard to replace (2) existing panelboards, (10) Light switch replacements, (16) Outlet replacements, and (1) Manual motor starter replacement. Replace all non-code compliant wiring for above.

Item 2: Provide and Install (21) LED replacement fixtures and replace all non-code complaint wiring. Does not include fixture replacement for 2nd floor main area. 1st Floor main room ceiling would need to be replaced with new acoustical ceiling.

All work to be done during normal working hours.
Does Not Include
Utility Fees
Electrical Permit Fee

In the event there is default under the terms of this agreement, the person to whom this proposal is made shall be responsible for all costs of collection, including reasonable attorney's fees, incurred as a result of the default. All material and workmanship is guaranteed for a period of one year from completion. All guarantees are void if final payment is not received within 30 days of completion. A finance charge of 1 1//2% per month (18% per annum) will be added to balances over 30 days.

ACCEPTANCE of PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ **Signature**_____

Signature_____

PLEASE RETURN ONE SIGNED COPY

Code compliant wiring.