

## MEETING MINUTES #1

**Project:** Abbot Hall Exterior Envelope Restoration & HVAC Improvements

**Date of Meeting:** November 8, 2018 – 2:00 p.m. (Abbot Hall)

**Attendees:** Judy Jacobi - Board of Selectmen (Town Of Marblehead)  
Ed Nilsson - Historical Commission (TOM)  
Emily Belf Becker - Finance Committee (TOM)  
Rich Baldacci - Building Commissioner (TOM)  
Becky Curran Cutting - Town Planner (TOM)  
Jason Silva - Town Administrator (TOM)  
Wendall Kalsow - McGinley Kalsow & Associates (MKA)  
Frederick Soule - McGinley Kalsow & Associates (MKA)  
Nicholas Martin - McGinley Kalsow & Associates (MKA)

**Distribution:** Becky Curran Cutting

### Meeting Summary:

| Item | Date     | Subject   | Responsibility |
|------|----------|---|----------------|
| 1.1  | 11/08/18 | Preliminary Design Schedule, refer to MKA Milestone Schedule dated 11/5/18.   | MKA            |
| 1.2  | 11/08/18 | Chimney stabilization, International Chimney Corp: Update on status. <ul style="list-style-type: none"> <li>Owner/Contractor Agreement will be signed on Tuesday 11/13. Bonds must be in place before work can begin</li> <li>International Chimney will begin to mobilize on site on 11/13/18</li> <li>Becky Curran Cutting will be the Town Representative for the project</li> <li>Concern raised about parking spaces– neighbors use driveway during winter. 3-4 spaces will be impacted</li> <li>Bricks from chimney will be stored in the basement in storage under west entry, in coordination with custodian</li> </ul> | Record         |
| 1.3  |          | General Review of overall Scope of Work: <ul style="list-style-type: none"> <li>A. Asbestos abatement and selective demolition</li> <li>B. Exterior envelope: roof repairs</li> <li>C. Exterior envelope: masonry/stone repairs</li> </ul>  | MKA<br>TOM     |

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|     |          | <p>D. Exterior envelope: entry vestibules redesign</p> <ul style="list-style-type: none"> <li>Committee expressed desire for handrails on side of front/west entrance – currently only center handrail</li> </ul> <p>E. Exterior envelope: window replacement options:</p> <ul style="list-style-type: none"> <li>Committee concerned about business interruptions caused by window work. Wendall Kalsow estimated that the basic window replacement could impact a room for 1-2 days per window, and then additional time for interior finishes.</li> <li>Committee will contact Bill Conly about work done in 1977</li> <li>Architect for window work may have been Allen Lieb Architects</li> <li>BC did not express preference for any replacement window type; requested information on costs and pros and cons for each option.</li> </ul> <p>F. Archeology report</p> <ul style="list-style-type: none"> <li>WK reported that there are some small broken artifacts, but that no significant findings have been reported by PAL, Inc.</li> <li>An Archeology Report with findings will be provided to MHC by PAL</li> </ul> <p>G. Geothermal well report</p> <ul style="list-style-type: none"> <li>Becky Curran Cutting will contact Water and Sewer Department to discuss sediment from drilling wells and drilling restrictions</li> </ul> <p>H. HVAC equipment options</p> <ul style="list-style-type: none"> <li>Judy Jacobi expressed reservations to use of contemporary Runtal style heating units in non-office areas.</li> </ul> <p>I. Attic insulation options</p> <p>J. MAAB variances</p> <ul style="list-style-type: none"> <li>Project will need to reapply for Massachusetts Architectural Access Board variances because of the dollar value of construction.</li> </ul> <p>K. Review procurement process</p> <ul style="list-style-type: none"> <li>WK reviewed DCAMM bidding options with the likely use of Certified Historic Building General contractor, with roofing masonry and painting as filed sub bids. Pre-qualification of bidders is an option.</li> </ul> |     |
| 1.4 | 11/08/18 | Owners Project Manager status, selection process   | TOM |

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|     |          | <ul style="list-style-type: none"><li>• Becky Curran Cutting noted that the RFP for OPMs was going out next week and that interview would be scheduled after proposals are submitted</li></ul> |        |
| 1.5 | 11/08/18 | <p>Future meetings with Building Committee</p> <ul style="list-style-type: none"><li>• 11/28 @ 8:30AM</li><li>• 12/19 @ 8:30AM</li><li>• 1/9 @ 8:30AM</li><li>• 1/23 @ 8:30AM</li></ul>        | Record |