



**MEETING #3 MINUTES**

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

**Date of Meeting:** December 19, 2018 – 8:30 a.m. (Abbot Hall)

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

**Distribution:** Becky Curran Cutting, Building Committee

**Meeting Summary (Minutes prepared 1/4/19, rev1-1/7/19):**

Item	Date	Subject	Responsibility
3.1	12/19/18	Chimney stabilization, International Chimney Corp: Update on status. <ul style="list-style-type: none"> <li>• Brad Smith, Plumbing/Gas Inspector, requested to check Flue upon completion</li> <li>• MKA to provide contact information for Pat Barry to Rich Baldacci</li> <li>• Becky Curran Cutting to requests wage rates from International Chimney</li> </ul>	MKA/TOM
3.2	12/19/18	General Review of overall Scope of Work: <ul style="list-style-type: none"> <li>A. Exterior envelope: MKA does not recommend installing additional insulation and vapor barrier in existing masonry walls</li> <li>B. Exterior envelope: window replacement options:               <ol style="list-style-type: none"> <li>1. MKA reviewed window options A,B,C and provided a worksheet for review</li> </ol> </li> </ul>	MKA

		<ol style="list-style-type: none"> <li>2. After a discussion of the pros and cons of each window option, Option C – commercial insert windows, was the preferred window replacement option</li> <li>3. BCC will review the window options with Historic Commission before making a final decision on window replacement strategy</li> <li>4. B.C. requested a sample of an insert window for review</li> <li>5. <b>Maintenance of windows: Yearly maintenance of the windows to adjust balances and closers will be necessary. Maintenance budget for Abbot Hall should include costs related to priming and painting the exterior sashes and exposed wood trim and sills every 5-7 years</b></li> </ol> <p>C. HVAC equipment options reviewed:</p> <ol style="list-style-type: none"> <li>1. MKA reviewed heating and cooling options for the building, including typical offices, Selectmen’s Meeting Room, hallways, and the auditorium</li> <li>2. The Building Committee approved MKA strategy for first floor offices, museum/gift shop utilizing custom painted enclosures containing concealed fin tube radiators and VRF units</li> <li>3. The BC approves of MKA strategy for auditorium utilizing Runtal units at the balcony level, cast iron radiators at the second floor level</li> <li>4. The BC approves of MKA strategy for first floor public areas and other public areas utilizing cast iron radiators, with VRF units for cooling/dehumidification hidden in new bell display cabinet in the octagon space</li> <li>5. MKA to explore new HVAC strategy for Selectman’s Meeting Room utilizing heating/cooling using floor grills and air handlers in the basement, with heating provided by cast iron radiators on the exterior wall</li> <li>6. The BC would like to avoid exposed VRF units in the Selectmen’s Meeting room</li> <li>7. The BC prefers exposed piping instead of new built-out chases, in all locations, similar to the existing conditions</li> </ol>	
3.3	12/19/18	<p>Owners Project Manager status, selection process</p> <ul style="list-style-type: none"> <li>• OPM proposals coming in, TOM to set up interviews</li> </ul>	TOM
3.4	12/19/18	<p>Design Schedule</p> <ul style="list-style-type: none"> <li>• No changes to project schedule</li> </ul>	Record

3.5	12/19/18	Upcoming meetings with Building Committee changed to: <ul style="list-style-type: none"><li>• 1/8/2019 @ 8:30 AM</li><li>• 1/24/2019 @ 8:30 AM</li></ul>	Record
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**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.