



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

		<p>D. Exterior envelope: entry vestibules redesign</p> <ul style="list-style-type: none"> • Committee expressed desire for handrails on side of front/west entrance – currently only center handrail <p>E. Exterior envelope: window replacement options:</p> <ul style="list-style-type: none"> • 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. • Committee will contact Bill Conly about work done in 1977 • Architect for window work may have been Allen Lieb Architects • BC did not express preference for any replacement window type; requested information on costs and pros and cons for each option. <p>F. Archeology report</p> <ul style="list-style-type: none"> • WK reported that there are some small broken artifacts, but that no significant findings have been reported by PAL, Inc. • An Archeology Report with findings will be provided to MHC by PAL <p>G. Geothermal well report</p> <ul style="list-style-type: none"> • Becky Curran Cutting will contact Water and Sewer Department to discuss sediment from drilling wells and drilling restrictions <p>H. HVAC equipment options</p> <ul style="list-style-type: none"> • Judy Jacobi expressed reservations to use of contemporary Runtal style heating units in non-office areas. <p>I. Attic insulation options</p> <p>J. MAAB variances</p> <ul style="list-style-type: none"> • Project will need to reapply for Massachusetts Architectural Access Board variances because of the dollar value of construction. <p>K. Review procurement process</p> <ul style="list-style-type: none"> • 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. 	
1.4	11/08/18	Owners Project Manager status, selection process	TOM

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