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## MEETING #2 MINUTES

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

**Date of Meeting:** November 28, 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)  
Dom Puniello – Garcia, Galuska DeSousa Consulting Engineers (GGD)  
Wendall Kalsow - McKinley Kalsow & Associates (MKA)  
Ryan Foster - McKinley Kalsow & Associates (MKA)  
Frederick Soule - McKinley Kalsow & Associates (MKA)  
Nicholas Martin - McKinley Kalsow & Associates (MKA)

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

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### Meeting Summary: (Rev 2: 12/5/18 in bold type)

Item	Date	Subject	Responsibility
2.1	11/28/18	<p>Chimney stabilization, International Chimney Corp: Update on status.</p> <ul style="list-style-type: none"><li>FS noted that the weather had impacted the repairs to the existing chimney, but that the non-original bricks had been removed, the metal flue shortened, and the new stainless-steel chimney cap is being fabricated</li><li>The new brick courses above the sandstone band will be started this week</li></ul>	International Chimney
2.2	11/28/18	<p>General Review of overall Scope of Work:</p> <p>A. Exterior envelope: masonry/stone repairs discussed</p> <ul style="list-style-type: none"><li>Jason Silva asked about structural stability of mortar which appears to be in good condition. MKA has sent samples of mortar composition for testing</li><li>MKA provided update on condition of cornice investigation</li><li>WK suggested replacing top course of black glazed brick under gutter with new black slate or other impervious material</li></ul>	MKA

		<ul style="list-style-type: none"> <li>• MKA to document scope of proposed repairs to carved and plain sandstone</li> <li>• <b>Judy</b> Jacobi asked if there were original photographs of sculptures – MKA noted no known detailed photographs are available</li> <li>• <b>Judy</b> Jacobi asked if TOM will be provided with periodic masonry maintenance schedule at project completion; MKA noted that recommendations would be provided</li> <li>• RF noted that MKA will require an 11 month warranty period, to allow for remedial work to be performed before the end of 12-month warranty period</li> </ul> <p>B. Exterior envelope: cornice/gutter repairs discussed</p> <p>C. Entry vestibules redesign: repairs to glass entry vestibules discussed.</p> <p>D. Exterior envelope: window replacement options discussed:</p> <ul style="list-style-type: none"> <li>• Jason Silva requested budgetary cost comparisons of different window options – heating loads, window costs, installation costs, maintenance costs.</li> <li>• MKA noted difficulties in procurement of a premium storm window, since 3 manufacturers are needed to meet public procurement requirements</li> <li>• MKA discussed advantages that factory-testing is available for commercial rated insert windows over historic replacement sash</li> </ul> <p>E. HVAC equipment options discussed:</p> <ul style="list-style-type: none"> <li>• Dom Puniello noted that adding heating functionality to standard cooling VRF units costs about \$75 per unit</li> <li>• Options for heating units were reviewed, including custom wall units concealing VRF and fin-tube heating, traditional radiators, baseray cast iron baseboard, Runtal wall-hung units</li> <li>• Becky Curran Cutting asked for MKA recommendation on heating system</li> <li>• MKA noted size increase of conventional radiators due to lower water temperature being used in forced hot water system</li> <li>• MKA noted difficulty of converting existing radiator system to forced hot water because of potential for leaks at existing radiators</li> <li>• <b>Judy</b> Jacobi expressed support for traditional radiators for their aesthetic value and historic appearance</li> <li>• MKA to provide samples of full size Runtal and Baseray for next meeting</li> </ul>	
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2.3	11/28/18	<p>Owners Project Manager status, selection process</p> <ul style="list-style-type: none"> <li>Becky Curran noted OPM status due back on 12/20<sup>th</sup></li> <li>MKA noted RFQ should be sent to John/Steve at Vertex, and John at Design Technique</li> </ul>	TOM
2.4	11/28/18	<p>Selective removal/review of first floor aluminum window</p> <ul style="list-style-type: none"> <li>Tentatively scheduled for Monday 12/3</li> <li>Small window removal and inspection at mailroom location to be performed with Reardon Construction</li> </ul>	MKA TOM
2.5	11/28/18	<p>Design Schedule</p> <ul style="list-style-type: none"> <li>MKA to provide Dropbox link for SD set when issued</li> <li>Review of schedule dated 11/5/18. If prequalification of bidders is desired, bidding date to be revised</li> </ul>	MKA
2.6	11/28/18	<p>Upcoming meetings with Building Committee</p> <ul style="list-style-type: none"> <li>12/19/18 @ 8:30AM</li> <li>1/9/19 @ 8:30AM</li> <li>1/23/19 @ 8:30AM</li> </ul>	Record

**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.