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

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<th>Item</th>
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- 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  
- The new brick courses above the sandstone band will be started this week | International Chimney |
| 2.2  | 11/28/18 | General Review of overall Scope of Work:  
A. Exterior envelope: masonry/stone repairs discussed  
- Jason Silva asked about structural stability of mortar which appears to be in good condition. MKA has sent samples of mortar composition for testing  
- MKA provided update on condition of cornice investigation  
- WK suggested replacing top course of black glazed brick under gutter with new black slate or other impervious material | MKA |
- MKA to document scope of proposed repairs to carved and plain sandstone
  - **Judy** Jacobi asked if there were original photographs of sculptures – MKA noted no known detailed photographs are available
  - **Judy** Jacobi asked if TOM will be provided with periodic masonry maintenance schedule at project completion; MKA noted that recommendations would be provided
  - 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

**B. Exterior envelope: cornice/gutter repairs discussed**

**C. Entry vestibules redesign: repairs to glass entry vestibules discussed.**

**D. Exterior envelope: window replacement options discussed:***
- Jason Silva requested budgetary cost comparisons of different window options – heating loads, window costs, installation costs, maintenance costs.
- MKA noted difficulties in procurement of a premium storm window, since 3 manufacturers are needed to meet public procurement requirements
- MKA discussed advantages that factory-testing is available for commercial rated insert windows over historic replacement sash

**E. HVAC equipment options discussed:**
- Dom Puniello noted that adding heating functionality to standard cooling VRF units costs about $75 per unit
- 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
- Becky Curran Cutting asked for MKA recommendation on heating system
- MKA noted size increase of conventional radiators due to lower water temperature being used in forced hot water system
- MKA noted difficulty of converting existing radiator system to forced hot water because of potential for leaks at existing radiators
  - **Judy** Jacobi expressed support for traditional radiators for their aesthetic value and historic appearance
  - MKA to provide samples of full size Runtal and Baseray for next meeting
- TOM noted concern about training employees in operation and maintenance of heating system. Dom Puniello mentioned that part of the closeout process is a walk through on the use of the HVAC system, which is documented in a manual and videotaped for future use
- MKA recommended that the Town establish a budget to hire a professional company to perform yearly or biannual maintenance on the heating and cooling system, and associated well pump equipment

F. Archeology: WK expects inventory of archaeological finds next week – will provide copy of PAL report to TOM.

G. Geothermal well report: well locations:
   - Cost estimates have been prepared by Haley and Aldrich, to be attached with meeting minutes
   - Discussion of whether geothermal system will be filed sub bid or part of GC’s general scope. MKA believes filed sub bid is probably preferable, and can be arranged as part of the bidding process
   - Becky & MKA to make sure Haley & Aldrich and the Water Department are in contact with each other to discuss well water mitigation

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<th>2.3</th>
<th>11/28/18</th>
<th>Owners Project Manager status, selection process</th>
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<tr>
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<td>• Becky Curran noted OPM status due back on 12/20th</td>
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<td>• MKA noted RFQ should be sent to John/Steve at Vertex, and John at Design Technique</td>
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<th>2.4</th>
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<th>Selective removal/review of first floor aluminum window</th>
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<td>• Tentatively scheduled for Monday 12/3</td>
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<td>• Small window removal and inspection at mailroom location to be performed with Reardon Construction</td>
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<th>11/28/18</th>
<th>Design Schedule</th>
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<td>• MKA to provide Dropbox link for SD set when issued</td>
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<td>• Review of schedule dated 11/5/18. If prequalification of bidders is desired, bidding date to be revised</td>
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<tr>
<th>2.6</th>
<th>11/28/18</th>
<th>Upcoming meetings with Building Committee</th>
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<td>• 12/19/18 @ 8:30AM</td>
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<td>• 1/9/19 @ 8:30AM</td>
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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.