



Trustee Meeting Minutes

Date: *April 13, 2020*

Time: *10:00 am*

In Attendance: Peter Griffin, Chair, Rich Parow, Trustee-Via phone. Maureen Spooner, Secretary; Betty Dunn, Trustee; Lisa Thornton, Trustee; Roy Dennehy, Trustee; Michael Mazalewski, Vice Chair, Cristy Kadish, Coordinator via Zoom.

Excused; Ross McLeod, BoS Representative and Fred Linnemann, Trustee.

Agenda:

- Review minutes of 2/20, 3/17, & 3/27
 - Coordinators Update
 - Update on Preservation Company’s Site Visit
 - Update on Structural Engineer’s Quotations
 - Update on Bond Funding
 - Discussion on Bid Spec. packages for the Tower Masonry and the Tower Roof Replacement
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Meeting was called to order at 10:13 am

Meeting Minutes:

The following meetings were reviewed by the board:

Meeting Min. Date	Motion to Accept	Seconded By	Discussion/Comments	All in Favor
2/20/20	Rich Parow	Lisa Thornton	None	Yes
3/17/20	Rich Parow	Lisa Thornton	None	Yes
3/27/20	Rich Parow	Lisa Thornton	None	Yes

Coordinators Report

- Cristy stated that Dennis in planning to move forward with the HVAC system replacement while the Stay in place order is in effect.
- Booking are on the rise for summer & fall at the moment.

Preservation Company’s Update – Project Lead: Mike

- Lynn Monroe of Preservation Company conducted a site visit of the facility on April 8th (Lynn has been contracted to develop the Historic Building Study that is being subsidized by a grant from New Hampshire Preservation Alliance). Michael, Betty, Lisa and Peter attended the walkthrough (adhering to social distancing guidelines). Consensus of the Trustees was that the site visit went well. Here are a few items mentioned by Lynn that she was enthusiastic about:



- Very thorough review of the tower and roof and has a clear understanding of the issues we are facing
 - Believes that our amount of pro-bono rentals is a plus when filing for LCHIP
 - She was glad to see we have recycled some of our building materials e.g. slate roof tile
 - Overall, she said there were a lot of “positives” with the facility, our past renovations, and our future plans for work (i.e. woodworking, lighting, acoustics, etc.).
- Mike mentioned that Lynn is looking to obtain more documentation from us and wants to give her access to our OneDrive share. ***ACTION: Cristy will set up a public folder for her to use and Mike is asking Dave Sullivan if there are any issues with giving her access to the site.***
 - Mike also stated that he is scouring various sources to obtain any additional historic data of the facility. He has requests out to George Dinsmore, Frank Farmer, and asked Nikki Botti if there were any archives. Nikki stated she has nothing in the archives. It was mentioned that the library might be a good source.
 - Lisa mentioned that we still need to get Preservation Company’s contract/letter of agreement signed. We also need to submit the completed agreement and the structural engineering piece to Beverly Thomas so that we are in compliance with the grant. ***ACTION: Mike to get the agreement signed off and obtain an electronic copy of I and send it to Lisa.***
 - Mike requested that someone send him the quote we have for the woodworking restoration. ***ACTION: Maureen said she would send it over.***

Structural Engineering Quote Update- Project Lead: Maureen

- Maureen update the board on the status of the quote process for the structural engineer required to support the Preservation Company’s study. A Request for Quotation (RFQ) was sent out in late March to two companies. One that was referred to us by B. Thomas of NHPA and the second referred to us by Dave Sullivan. Maureen indicated that she was going to send an RFQ out to one other local company. Once the last quote is received Maureen will send out a summary to the Building Study assignees with a recommendation.

Bond Funding Update:

- Maureen asked if anyone has been updated on the funding options for the bond. No one has heard a thing. ***ACTION: Betty indicted that she would send a note over to Dave asking him for a status***

Bid Spec. Package for Tower Masonry and Tower Roof Replacement

- Maureen stated that we should start preparing bid specifications for the Tower masonry project and the Tower roof replacement projects.
 - Tower Roof Replacement: Maureen mentioned that we may want to contract an engineering firm to prepare the specification for the roof replacement. The replacement has many items that need to address such as the methods and materials for drainage, insulation, flashing, electrical, structural, etc. and we need to ensure the components, and their installation methods are at current standards. Maureen stated that once we secure the structural engineer for the assessment, she will develop an RFQ and send it out to get costs for a firm to prepare the bid spec. Its assumed that the cost for this would be covered under the bond.



- Tower Masonry: Maureen stated that she would draft up a bid specification for the Tower masonry repair. Maureen stated that the bid specification is the narrative that is an attachment to the Town standard request for bid process.
- ***ACTION: She asked if Mike could forward any special requirements that he received from Pendlebury Masonry such as mortar types, flashing information, etc.***
- ***ACTION: Mike & Maureen should review the department of interior website to see if there any guidelines that we need to follow for the Tower work (NPS.gov)***

Meeting was adjourned at 11:18am

Respectfully Submitted

Maureen Spooner

Maureen Spooner,
Searles School & Chapel Board of Trustees Secretary