



Trustee Meeting Minutes

Date: April 20, 2020

Time: 10:00 am

In Attendance: Peter Griffin, Chair, Via phone. Michael Mazalewski, Vice Chair Maureen Spooner, Secretary; Betty Dunn, Trustee; Lisa Thornton, Trustee; Roy Dennehy, Trustee. Meeting via Zoom.

Excused; J. Simmons, BoS Representative, Rich Parow, Trustee: and Fred Linnemann, Trustee.

Agenda:

- Trustee approval of structural engineer
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Structural Engineer Approval: Peter requested that Maureen discuss the Structural Engineer recommendation. Maureen stated that she provided a summary, recommending Martel Engineering to perform the structural assessment, to the trustees on Friday April 17, 2020. She asked if there were any questions based on that summary. Mike asked if the engineer had any prior work with historic buildings. Maureen mentioned that he specifically didn't have any however he did have history with other town building such as Town Hall and the Bartley building.

Mike also asked if the engineer would be working up details on items we may need to repair as a result of his assessment. Maureen said no, the scope we requested was limited to the development of a two page, with photos as required (as detailed by NHPA) stating the as is condition of the building similar to the deliverable for Lynn Monroe.

It was discussed that we need to obtain Beverly Thomas' approval for Martel Engineering prior to awarding the project to them. Peter requested a motion to be made on this. Mike made a motion that "we approve Martel Engineering for the work subject to NHPA, Beverly Thomas' approval. Motion was seconded by Lisa and all attendees were in favor.

Betty stated that she had a conversation with Dave Sullivan Dave stated that if we have quotes for work under the \$5k cap that he does not need to sign them and that the Trustees can designate who they want to sign off on these. The Trustees agreed the Mike will sign off on the contract as it needs to be signed and scanned and Peter doesn't have the technology capabilities to do this.

Action Item:

Betty will contact Beverly Thomas and send her Martel Engineering's quote and seek her written approval, once we receive her written approval.

Mike will sign the contract with Martel Engineering and send it over to Maureen so that she may contact them to proceed with the work and informing Martel he needs to contact Lynn Monroe. Mike will also contact Lynn Monroe to inform her who the structural engineer is doing the assessment .



Mike also asked if the engineer would be looking at changing the hatch location on B. Rouillard's sketch. Maureen said no as we are not hiring them to do any design work or create drawings. Maureen mentioned that if we decide to hire an engineer to develop the bid spec for us for the roof perhaps, we could include this in their bid.

Meeting was adjourned at 10:42 am

Respectfully Submitted

Maureen Spooner

Maureen Spooner,
Searles School & Chapel Board of Trustees Secretary

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