

**Selectmen's Minutes**  
**Temporary Town Hall, 74 Martin Street**

**April 3, 2017**

Present: Chairman Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Selectman David A. Doane, Town Administrator Brendhan Zubricki, Library Trustee Beth Cairns, and Selectman's Assistant Pamela J. Witham.

Chairman O'Donnell called the meeting to order at 8:00 a.m. in the temporary Town Hall offices in the basement of 74 Martin Street and announced that the Board would hear Public Comment. There was no public comment.

Mr. Zubricki reviewed the approved expenditures to date from the Contingency Fund for the Town Hall/Library Project. Currently, the Board has been asked to consider change orders for the following:

- Lighting of Town Hall clock faces - \$12,000 (an estimate, waiting for formal pricing).
- Glass pane installation in Town Administrator's hallway door - \$660.
- Concealment of furnace pipes at top of chimney with copper - \$2,230.
- Stripping/sanding of main stairway run from second floor to third floor - \$4,400.
- Insulation between bell tower open air section and adjacent Town Hall attic space - \$1,340.

In addition, requests have also been made for the following:

- Straightening of the front light posts - \$6,500.
- Galvanic paint for vent pipe - \$2,300.
- Third floor radiator attachment – No estimate received as of this date.
- Kiem application to masonry sills - \$1,415.
- Library exterior lighting - \$1,000 (tentative estimate, pricing coming this week).
- Cleaning of historic doors on old safe - \$5,500.
- Replacement of 7 solid interior doors with fire-rated glass - \$6,545.

Mr. Zubricki explained that if the Board approved all the items listed above at their current estimated costs plus the associated overhead and performance bond, it would only leave \$14 in the contingency fund and the project has not reached completion yet. There is no way of knowing if there will be any other unanticipated needs at this time. He also suggested that the cleaning of the old safe doors can be potentially funded using the Community Preservation Fund in the future. The Board agreed.

Library Trustee Beth Cairns said that the Library Trustees would also like to request that the exterior door to the rear entrance of the Library and the interior Library door have glass panels. She said that the replacement doors have recently been installed and they are solid wood. She

also stated that she would like the *memo that the Library Trustees* sent to the Selectmen regarding exterior lighting and glass panel doors attached to today's minutes. Mr. Zubricki said that he would consult with the contractor regarding a window in the exterior door, since it was his understanding that glass was already included in that door.

Following discussion, a motion was made, seconded, and unanimously voted to approve change orders for the following:

- Lighting of Town Hall clock faces - \$12,000 (Unless the price is higher).
- Glass pane installation in Town Administrator's hallway door - \$660.
- Concealment of furnace pipes at top of chimney with copper - \$2,230.
- Stripping/sanding of main stairway run from second floor to third floor - \$4,400.
- Insulation between bell tower open air section and adjacent Town Hall attic space - \$1,340.
- Kiem application to masonry sills - \$1,415.
- Replacement of 7 solid doors with fire-rated glass - \$6,545.
- Contractor's overhead and bond for voted items - \$2562.

The Selectmen will discuss the Library's request for new exterior lighting at their April 10<sup>th</sup> meeting, once a firm estimate has been received. Also, if the actual estimate for lighting the clock is in excess of \$12,000, the Selectmen will again review that change order based on actual cost. It is possible that other, more optional items may be considered in the future if the fiber optic clock lighting is reduced by using some other lighting option.

On another matter, Mr. Zubricki said that a certain amount of money had been budgeted in the Northern Conomo Point Waterfront Project for underpinning of the seawall which, upon examination, does not need to be repaired. However, some degradation of the top surface has been discovered, but this repair may only cost a small amount of that already budgeted for the underpinning, hopefully leaving more than enough to fund the cost of replacing the proposed cement curbing with granite curbing. Chairman O'Donnell said that she would inspect the site at low tide and coordinate with the structural engineer for the project.

Mr. Zubricki said that they are continuing to assess the extent of the impairment of the cement slab at the Fire Station and should know something this week.

Selectmen Gould-Coviello asked if the Town Moderator had reviewed the petition article submitted for the May 2017 Annual Town Meeting Warrant and Mr. Zubricki replied that the Town Moderator had received a copy, and that it had been reviewed by Town Counsel, with respect to the process in the General Laws.

Selectman Gould-Coviello reported that both she and Mr. Zubricki were at a meeting with School District personnel last Friday and the subject of the footbridge was mentioned. The Board and Mr. Zubricki had been previously informed that the repairs to the bridge would be funded from insurance and that Manchester would fund any additional enhancements made to the

bridge. It now appears that the School District may be reconsidering the matter. Selectman Gould-Coviello will inquire further.

There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 8:49 a.m.

Documents used during this meeting include the following:

*Library Trustees Memo of April 1, 2017*

Prepared by: \_\_\_\_\_  
Pamela J. Witham

Attested by: \_\_\_\_\_  
Susan Gould-Coviello

*LIBRARY TRUSTEES' MEMO ATTACHED BELOW:*

Saturday, April 01, 2017 7:45 PM

To members of the Board of Selectmen,

The library Board of Trustees met this week and discussed the following issues regarding the renovation of 30 Martin Street. It is the library's trustees' opinion that lighting for the entrances to the library, town hall and the handicap ramp should be addressed prior to spending any money on lighting the clock tower. We understand the aesthetic appeal of showcasing the restored clock tower but feel that employee and patron safety should be the first priority. The second issue of concern is also a matter of safety. The interior door to the library that opens onto the new stairwell should have a window so that patrons can see if someone is on the other side of the door before they open it. We understand the constraints of the budget at this point in the project and hope that items that address safety concerns will be prioritized first.

Thank you,

Diane Kotch  
Beth Cairns  
Jennifer Mayer