

Nelson Town Buildings Committee
May 28, 2013

Attendees

David Upton
Lisa Sieverts
Tom Buttrick
Russ Thomas
Susan Hansel
Rob Germeroth
Bob Lenox
absent
 Eric Sandberg
 Sandy Mackenzie

Action Items

Dave/Russ

Complete draft of RFP for review at our next NTBC meeting.

Dave

If appropriate, invite Mike Tarr to the next NTBC meeting, to plan water diversion for Town Hall rear exit ramp.

Lisa/Susan

Fill out "history of the project" including history of the Town Hall and its listing on the Register.

Add the history of the Town Hall
and that it is on Historic Register

Add the history of the Library
Including attempt in 2004 to fundraise for completion of the
basement

Ask Sandy Mackenzie

Lisa

Turn the Barrington RFP PDF into a Word Doc

Susan

Find out the legal requirements for posting this RFP. Are there required time limits that it has to be out?

Edie

Ask Barrington NH for permission to use their RFP format.

SUMMARY

- Meeting was focused on reviewing draft of the "Scope of Work" section of the RFP for architectural services

- We also discussed fixing the roof drainage issue, where it hits the Town Hall rear exit ramp and then flows into the basement. Mike Tarr has been asked to propose a simple solution.

MINUTES

Meeting called to order at 5:35 PM

Approval of the minutes

Rob moves to accept, Dave seconds, all in favor.

Drafting the proposal for architectural services

David walks us through the draft RFP.

Edie will ask Barrington NH for permission to use their format.

David contacted SWRP to see if they have RFP templates. They do not. They sent something for a water engineering study, but it wasn't a good fit.

Tom notices that there isn't a mention of historic buildings.

This belongs in the "insert history of the projects here" section.

Lisa and Susan will work on this.

Add that Library Basement is to be used for Town Archives storage

we recommend November 1 as the deadline for construction bid packages

Scope of work

Show this as potential scope of work? So it's less of a prescription?

We attach the Monahan Outline Specifications and say "start here, but apply your expertise." We are looking for your perspective as an architect.

chimney

Will we need to remove it?

Should we remove it -- it's historic

This is what the architect should weigh in on

pellet furnace

if we go this way, we should do Town Hall and Library at a minimum.

maybe keep the current Library furnace as a backup

Russ asks how would be in charge of doing this research. NTBC?

Architect? Lisa mentions that Dave Birchenough has a lot of information. Tom mentions that

concrete slab?

we're on the fence

looking for recommendation

We recommend that the Scope of Work be presented as tentative, pending consultation with the Architect hired.

We proposed several different ways to say this.

David and Russ will pick the wording that makes the most sense.

These drawings will address the following potential scope of work, which will be agreed to between the town and the selected architect project.

In consultation with NTBC, we want to look at each item in this scope of work with the selected architect.

Add a paragraph that says that "Scope of services and work, as we see it, is subject to architectural advice. These are not 100% confirmed as the required scope.

Selection Criteria

Reuse all of this section
in #4, mention the Secretary of the Interior Guidelines for Historic Preservation and experience with historic buildings
suggest only requiring 3 municipal clients instead of 5

Recommendation re exit ramp of Town Hall

NSB agreed to ask Mike Tarr what he thought would be needed to keep water out of the South side of the Town Hall.

Torrential downpour while he was being asked -- they could see water pouring in to the Town Hall basement.

Rumor of adding a cricket, or diverter.

We are not sure what's being asked for.

Rob thinks we don't need to take out the whole ramp, because we will tackle it with the big project. But thinks we can send the water into the culvert. Could Mike Tarr attend our next meeting? We are not in favor of removing the landing now. But we are in favor of diverting the water.

We do see this as urgent.

Next Meeting

Tuesday June 4th 6 PM

focused on completing the RFP

Possibly also talking with Mike Tarr

Tuesday June 11th 6 PM

Future meeting Topic

Determine our selection criteria for reviewing the submissions

Meeting adjourned at 6:52 PM