

**McLean Barn Temporary CPA Project Committee
MEETING MINUTES**

Wednesday, July 11, 2018
Belmont Town Hall, Conference Room 1
8:00 AM

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BELMONT, MA**

DATE: September 30, 2021
TIME: 3:35 PM

Committee members present: Lauren Meier, Lisa Harrington, and Terry McCarthy from Historic District Commission; Ellen O'Brien Cushman, and Radha Iyengar from Land Management Committee for Lone Tree Hill.

Town Staff: Spencer Gober, Office of Community Development

Members of the Public: Peter Struzziero, Library Director; and Naomi Ellenberg-Dukas

1. 8:00 AM Meeting called to order.

2. McLean Barn Stabilization – Update and Next Steps

A. General Updates:

- a. E. Cushman informed the Committee that there was a break-in at the Barn, but that nothing was stolen and the only damage was to the lock, which was cut.
- b. S. Gober stated that Spencer, Sullivan & Vogt conducted the graffiti testing on Tuesday, June 26, and that they were currently working to revise the Conditions Assessment Report to reflect this work.

B. Request for Proposals (RFP) – Architectural Services

- a. Office of Community Development (OCD) to pull together a draft RFP
- b. Scope of work will be informed by the Conditions Assessment Report from Spencer, Sullivan & Vogt
- c. Selection Criteria language from Assessment Report RFP can be used to draft criteria for this RFP

C. RFP – Construction

- a. Architectural services will inform the scope of the Construction RFP
- b. Physical work anticipated to begin in the spring of 2019

D. Timeline – The Committee members discussed the anticipated timeline for both the Architectural Services and Construction RFPs:

- a. August 2018 - OCD to work on a draft RFP for Architectural Services
- b. Sept. 15 – RFP released, posted to Central Register
- c. Sept. 30 – Bid response window closes

- d. Oct. 15 – Contract awarded
- e. Nov. 1 – Contract signed/executed
- f. Jan. 1, 2019 – Boiler plate for the Construction RFP is ready
- g. Jan. 21 – Construction RFP released
- h. Feb. 15 – Bid window closes
- i. Mar. 1 – Contract awarded

E. Demolition of the pump house

- a. L. Meier stated that she felt that the Massachusetts Historical Commission (MHC) needed to be notified about plans to demolish the pump house that sits adjacent to the Barn, and that prior to demolition it needed to be photo-documented. The Committee members discussed additional steps needed prior to demolition:
 - i. Glenn Clancy, Town Engineer and Director of OCD, needs to conduct a site visit to determine if the structure is a hazard. If it is found to be a hazard, G. Clancy needs declare it as such so that the Town can move forward with demolition.

F. Process for Identifying a Use for the Barn

- a. E. Cushman stated that the Land Management Committee (LMC) would like to hire facilitator to run public, scoping meetings in order to brainstorm future uses for the Barn, review potential uses and determine feasibility, and ultimately release an RFP to find an someone or some organization capable of implementing the use.
- b. L. Meier asked if the Town needed to do a feasibility study between the public brainstorming process and execution of the RFP, and possible funding sources for the feasibility study were discussed – e.g. Community Preservation Act funds, and LMC funds.
- c. P. Struzziero stated that the Library’s feasibility study cost approximately \$45,000.
- d. S. Gober suggested that it would be more of a viability study than a feasibility study as it will be used to determine which of the proposed uses are viable.
- e. L. Meier stated that she felt it was appropriate to bring in the Department of Conservation and Recreation and The Trustees of Reservations during the public brainstorming process, as she knew that they were looking to have a physical presence west of Boston.
- f. E. Cushman suggested that the brainstorming process should be initiated in the winter of 2019 with preparation occurring in November and December. The Committee agreed.
- g. L. Meier asked if the Town had any on-call consultants who could manage the public engagement process.

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G. Next Steps

- a. Aug. 15 - Draft Architectural Services RFP ready by for G. Clancy to review
- b. Sept. 7 - Final review of the RFP
- c. Sept. 15 – RFP out for bid

3. Meeting adjourned.

Respectfully submitted,
Spencer Gober