

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

Wednesday, March 27, 2019  
Belmont Town Hall, Conference Room 2  
8:00 AM

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

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

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

Town Staff: Spencer Gober, Office of Community Development

Consultants: Doug Manley and Shawn Willett, Spencer, Sullivan & Vogt

**1. 8:00 AM Meeting called to order.**

**2. Project update from Spencer, Sullivan & Vogt**

- A. S. Gober was tasked with coordinating with the Office Coordinator for the Office of Community Development to have the invitation to bid advertised in the local newspaper as well as COMMBUYS, the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments.
- B. S. Willett provided a recap of the scope of the project, which included: graffiti removal, lintel replacement, carpentry, painting, and vegetation removal. D. Manley informed the Committee that security cameras and lighting were no longer in the scope given the recent vote of the Land Management Committee for Lone Tree Hill to execute this scope of work itself.
- C. D. Manley explained the Division of Capital Assessment Management and Maintenance (DCAMM) Certification process, and that the bid documents required the bidders to be certified for Historic Building Restoration. He also explained that because the bidders would be certified, there was no need to reference the Department of the Interior's Standards for Historic Preservation within the bid documents.
- D. In response to the Committee's request, D. Manley provided a list of contractors that Spencer, Sullivan & Vogt (SSV) had reached out to directly.
- E. The project schedule was reviewed, and T. Marquis agreed to attend the on-site pre-bid meeting on April 16, 2019, at 2:00 PM.

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- F. The topic of parking during construction was discussed. The Committee agreed that there was a need to minimize the impact on the surrounding conservation land, and that the best way to accomplish this was to require that parking be kept to the rear of the Barn and on the existing driveway only.
- G. T. Marquis and D. Manley briefed the Committee on their recent visit to the Barn to review the selective demolition that was prematurely executed by the Department of Public Works (DPW). Both agreed that the work was well executed and that no damage to the Barn had been done.
- H. The Committee discussed the need to retain the salvaged bricks in case they matched the bricks on the Barn and could be used during the selective repointing. S. Gober was tasked with coordinating with DPW to ensure that the bricks were retained.
- I. Following the final review of the bid documents prepared by SSV, T. Marquis made a motion to release the bid documents. E. Cushman seconded, and the motion passed unanimously.

**3. 9:00 AM Meeting adjourned.**

Respectfully submitted,  
Spencer Gober