TOWN OF WEST NEWBURY
APPLICATION FOR
ADMINISTRATIVE FUNDS
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents, including an Application for Project Eligibility, with the Community Preservation Committee, Town Office Building, 385 Main Street, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Carr Post / Soldiers & Sailors Building Assessment
PROJECT ADDRESS: 363 Main Street
MAP/LOT: R10-340
APPLICANT NAME: Board of Selectmen
(GROUP OR COMMITTEE AFFILIATION)
CONTACT PERSON: Angus Jennings, Town Manager
TELEPHONE: 978-363-1100 x111
ADDRESS: 381 Main Street, West Newbury, MA 01985
EMAIL: townmanager@wnewbury.org

COMMUNITY PRESERVATION CATEGORY:
(Please check all that apply)

- Community Housing
- Historic Preservation
  - Eligible/On State Registry
  - Designated by Historic Commission
- Open Space & Recreation
REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee’s Project Evaluation Criteria.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

Project narrative attached, along with proposal from Sullivan, Spencer & Vogt with Structures North.

A. Amount of Community Preservation Administrative Funds Requested: $7,500.00

B. Other Sources of Funding Available: If funding from other sources may be available for the Project, please complete the following table:

<table>
<thead>
<tr>
<th>SOURCE OF FUNDING</th>
<th>AMOUNT REQUESTED</th>
<th>STATUS (COMMITTED Y/N IF NOT-WHEN)</th>
<th>CONTINGENT ON CP FUNDS (Y/N)</th>
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<tr>
<td>Operating budget FY20</td>
<td>$7,500.00</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Private contributions</td>
<td>TBD</td>
<td>No</td>
<td>No, but more likely if any donated funds will be combined with other funds to achieve tangible outcomes.</td>
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</tbody>
</table>

YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

Angus Jennings, Town Manager

July 15, 2019

Date

For questions contact: cpc@wnewbury.org

(978) 363-1100 X131

May, 2016

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT
PROJECT SUMMARY

Provide a description of the Project, including the property involved and its proposed use.

Background

In 2013 the Town of West Newbury began discussions to accept by gift/donation the Soldiers & Sailors Building (“the building”). In 2014 the Community Preservation Committee (CPC) accepted the building as an eligible project and provided the funding through its administrative funds for a Conditions Assessment that was completed by Spencer & Vogt Group in September, 2014.

The CPC met with Spencer & Vogt that month and requested a breakdown of the potential rehabilitation expenses into two categories – critical work to arrest major deterioration and beneficial stabilization; and measures that would slow deterioration in less crucial areas.

At the Spring Town Meeting in 2015, the Town voted to accept the gift of the building. The Board of Selectmen had submitted an application to the CPC to cover the costs identified as critical work, the CPC approved it for consideration at that year’s Town Meeting and the article was approved. A building permit was issued in November, 2015 and this work was completed.

Proposed Continuation of Previous CPC Work

The 2014 Conditions Assessment provided recommendations for a complete rehabilitation of the building. Building stabilization actions did take place, thanks to the CPA funding approved by Town Meeting voters at that time. The work was limited to work determined by the consultants at that time to be “critical… to arrest major deterioration” (2014 Spencer & Vogt Conditions Assessment, pg. 25).

In the interest of developing a more current assessment of building conditions and recommended work, this spring the Town Manager re-engaged Lynne Spencer, the principal historic preservationist at Spencer & Vogt (now Sullivan, Spencer & Vogt), along with Structures North (the structural engineering firm that was also involved with the earlier work). Following a series of telephone calls to bring the consultant team up to date on the Town’s objectives for this property, the consultants met on site and walked through the building on June 26th, followed by a more in-depth visit and analysis on July 8th.

The consultant team then prepared the enclosed proposal to develop restoration plans through the design development stage, including a cost estimator’s preparation of detailed cost estimates.

On June 26th, the architecture and structural engineering team reviewed the building exterior and interior with the Town Manager, DPW Director, Building Inspector, and the Chairman of the Carr Post Building Committee.
Project Objectives

The SSV/SN proposal is submitted to the CPC with a request for partial funding to support an expanded engagement with Sullivan, Spencer & Vogt and Structures North (hereinafter SSV/SN).

Town Meeting initially voted to accept public ownership of this building and to invest additional funds to preserve it because of its rich historical significance to West Newbury. The Board of Selectmen recognizes the importance of the Soldiers & Sailors building to the community, and its own role in bringing forward to Town Meeting a proposal to fulfill this previous commitment by the Town’s voters.

The Board’s present goal is to bring a proposal to the Fall 2019 Special Town Meeting that includes bricks and mortar work on the building, with an initial focus on structural integrity.

The assistance of the historical preservation architects and engineers as proposed by SSV/SN is needed in order to bring forward a detailed, realistically-costed proposal. Our objective is to work with the SSV/SN team, and bring a CPC Project Proposal forward for consideration by the CPC leading up the Fall 2019 Special Town Meeting. This initial funding is proposed from CPC Administrative funds because the funds will be necessary in order to prepare a detailed CPC Project proposal, informed by specificity and realistic cost estimates, to CPC and Town Meeting.

Design Goals

The SSV/SN proposal (pg. 41) establishes goals for the building including universal accessibility; upgraded systems and technologies including modern HVAC; and preservation of the multi-layered history embodied in the building before it disintegrates further.

In addition to stabilization work immediately required, the SSV/SN proposal also includes facilitation of a public process in collaboration with the Town to develop “a plan for rehabilitation of the building for town and community use to keep an active human presence in the building...” and envisions work in this next phase “which will re-open it to the public in an accessible, energy-efficient, welcoming and above all sensitively preserved way” (SSV/SN transmittal letter).

However, this near-term work does not propose to determine with specificity the future utilization of the building but rather to establish parameters for use as necessary to enable the architects to determine applicable code requirements. Further, it is understood that future public meetings dedicated to this property will continue to advance the town’s consideration of potential building uses. If the building is to be restored, as a municipal building its specific uses can be expected to vary over time; for code compliance purposes, the building will be considered as general office and public assembly space.

Budget and Timeline

The budget proposed by SSV/SN is nearly $30,000 which exceeds the resources available without a vote of Town Meeting. However, with the support of $7,500 in CPC funding in combination with other funding sources, it will possible to substantially advance the work. The full SSV/SN proposal as written would take the plans through design development. However, Lynne Spencer confirmed in a July 12th conversation with the Town Manager that, for a budget of $15,000, the project could be brought through schematic design. This level of design would not allow for the preparation of cost estimates by a cost estimator, but would provide the Town with plans of adequate specificity to support our solicitation of informal estimates from prospective qualified vendors. This information is expected to be critically important to the ability of Town Meeting voters to make an informed decision regarding the nature and scale of potential future investment of public funds and resources.
It is anticipated that a proposal to the Fall Town Meeting would include both the additional design work included in the SSV/SN proposal but not fully funded; along with additional funds intended to support bricks and mortar work on the building.

This multi-stage approach to funding is important due to the urgency to devote resources toward building stabilization sooner than later. The SSV/SN proposal cautions that “Continued delay jeopardizes the ability to rehabilitate the structure with any reasonable investment” (pg. 41). If we do not advance this design work prior to the Fall Town Meeting, and wait until then to propose its funding, the soonest that funds could be authorized for actual work on the structure – supported by realistic cost estimates – would be the 2020 Annual Town Meeting.

The specific scope and budget of a future CPC Project Proposal will be determined by the Board of Selectmen based on the additional design work, and the public input, to be received in the next two months or so. The scheduled in the SSV/SN proposal (page 47) will be modified to reflect the sequencing of work based on budget availability, once the availability of CPC and other funds is determined, but serves as a good reference and sets out the general sequence of work.

PUBLIC BENEFIT

Describe the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee’s Project Evaluation Criteria.

The SSV/SN proposal cautions that “if stabilization efforts are not completed, the deficiencies that are already leading to dilapidated conditions at the building will accelerate its demise” (transmittal letter). The Town’s Building Inspector has continued to voice concerns about the condition of the building, and it is broadly acknowledged that time is not on our side. The Town’s options can reasonably be expected to be more limited, and more costly, as time goes on. The proposed work will support the preparation of a subsequent proposal to Town Meeting for CPC funds to invest in the structure and property.

Concurrent with the consultant team’s work as detailed in their proposed work scope, the Board of Selectmen and the Town Manager will facilitate, with the Carr Post Building Committee, a public process to review the recommendations that result from the consultants’ work. This will assist in the preparation of a CPC Project Proposal that takes into account broad public input regarding the nature and sequence of the future work to be proposed.

CONTROL OF SITE

Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

At the Spring Town Meeting in 2015, the Town voted to accept the gift of the building from the Charles L. Carr Post #240 American Legion, Inc. The Town has owned the property since that transfer was recorded.

More recently, Town Meeting voted in October, 2018 to accept an easement on a portion of the property abutting the Carr Post, which is owned by Cottage Advisors and is currently being developed as Drake’s Landing pursuant to a Special Permit for an Open Space Residential Development approved by the Planning Board. At the time that the project was initially approved, the Board of Selectmen and the property owner agreed to the size and configuration of the easement to provide for future use of the
land as parking to serve the Carr Post building. An additional utility easement was accepted and recorded in the event of the potential future connection to an abutting property.

Excerpt of easement conveyed to Town, accepted by Town Meeting vote in October 2018.

**SUPPORT**

*Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?*

The Board of Selectmen support the submittal of this proposal, and is expected to formally endorse the proposal at its July 15, 2019 meeting. Upon the Board’s approval of meeting minutes documenting the vote, these will be provided to the CPC for your files.

At its meeting on July 10, 2019, Chairman Bob Janes has reported that the Historical Commission voted in support of submitting an application for use of CPC Administrative funds to advance the work of the historic architecture and structural engineering team. Upon the Commission’s approval of meeting minutes documenting the vote, these will be provided to the CPC for your files.

The Carr Post Building Committee has a meeting scheduled on July 15, 2019 and will review this proposal at that time. The results of the Committee’s discussion and vote will be provided to the CPC timely for consideration at your July 18 meeting. Upon the Committee’s approval of meeting minutes documenting the vote, these will be provided to the CPC for your files.

At a staff level, both the DPW Director in his capacity overseeing Town buildings, and the Building Inspector, have expressed the need for objective professional evaluation of the building in the interest of bringing forward realistic renovation cost proposals for consideration by Town Meeting voters.

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1 This present proposal to the Community Preservation Committee is not accompanied by a separate Application for Project Eligibility. The work is a continuation of the 2014 work, and relies on the CPC’s prior determination that the project is an eligible use of CPA Historic Preservation funds.
Stabilization & Rehabilitation Proposal for
SOLDIERS & SAILORS MEMORIAL

Spencer, Sullivan & Vogt
ARCHITECTURE - PRESERVATION

WEST NEWBURY, MASSACHUSETTS
12 JULY 2019
12 July 2019

Dear Angus,

Spencer, Sullivan & Vogt (SSV) is pleased to submit the following proposal for stabilization and rehabilitation of the Soldiers & Sailors Memorial. The building has suffered considerable neglect, and its present condition underscores that the town leadership of West Newbury faces a critical junction with regard to ensuring the survival of this building. If stabilization efforts are not completed, the deficiencies that are already leading to dilapidated conditions at the building will accelerate its demise.

SSV frequently works in situations where a building seems beyond help or where the finances seem to speak against preservation, and we find an approach that yields the best results and opens the most potential is one that emphasizes the use of the building as an asset for future generations. Therefore, we propose that the considerable stabilization work immediately required for the Soldiers and Sailors Memorial be combined with a plan for rehabilitation of the building for town and community use to keep an active human presence in the building that will stave off future neglect.

In presenting this proposal, we would like to emphasize our considerable experience with historically significant buildings, sensitive assessments, and innovative restorations and renovations. Two recent projects come to mind as analogues for the Soldiers & Sailors Memorial. In our work at the Loring Parsonage in Sudbury, we have been doing a thorough upgrade of degraded structural elements in order to bring a 1730s house with invasive, lurking problems up to standards for safety and accessibility to be used as a community assembly place and museum. Again, at the 1725 Tilden House in Canton we have been working with a small farmhouse that had been significantly compromised by water penetration and neglect to transform the preserved remains of it into a learning center and museum for the town.

As you can see from these examples, another asset SSV brings to projects like these is a committed record of working with municipal building stewards and in long-standing relationships. We began our involvement with the Soldiers & Sailors Memorial in 2014 with the emergency stabilization work that has ensured the building survived for this next phase, which will re-open it to the public in an accessible, energy-efficient, welcoming, and above all sensitively preserved way.

We look forward to your responses to the proposal presented below.

Yours truly,

Lynne Spencer
Principal/Preservationist
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Prepared for:
  Angus Jennings, Town Manager
  Town Hall, 381 Main Street
  West Newbury, MA 01985

Prepared by:
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  1 Thompson Square, Suite 504
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  Lynne Spencer  Principal, Historic Preservation
  Doug Manley  Architect, Senior Associate
  Curtis Perrin  Project Manager, Report Coordinator

With special thanks to the following individuals for their invaluable assistance:

  Angus Jennings, Town Manager
  Glenn Clohecy, Building Inspector
  Wayne Amaral, DPW Director
  Marlene Switzer
  Kate Gove, Librarian - G.A.R. Memorial Library
SOLDIERS & SAILORS MEMORIAL
West Newbury, Massachusetts

Image of the Soldiers and Sailors Memorial Building taken prior to 2015 when the tower cornice had to be removed due to structural failure.
BUILDING HISTORY & ARCHITECTURAL SIGNIFICANCE

The Soldiers and Sailors Memorial Building is a gable-ended two-story brick structure with an octagonal tower and a steep slate roof with overhanging eaves. Its recessed entry through an ogee arch and pointed arch windows point clearly towards its affinity with the Gothic Revival style of architecture.

It was conceived as a memorial building to commemorate the services of the men who went to fight in the Civil War by Moses Warren Edwards, who left a bequest of monies for its construction after his death. In this respect, the building indicates a desire common to many communities who sent their sons to the War to connect their isolated communities to events that had come to profoundly shape the wider world. The amount Edwards left, however, proved insufficient to fund what he had contemplated, and his executor initially approached the local G.A.R. to help fund the project, but they declined to participate. He then proposed the idea that the memorial hall would house the public library and the Natural History Club (that included a small local museum and collection of books), and through a complicated series of negotiations with the town ultimately succeeded in finishing the hall in 1900.

Ironically, the public library was delayed from occupying the building for nearly 30 years while it was occupied by the Major Boyd G.A.R. Post 151 on the lower level and the Natural History Club on the upper level. In 1923 ownership of the building and land was transferred to the Charles L. Carr American Legion Post 240, which offered the public library the use of the lower floor rent-free. The library finally occupied the space from 1927 until it moved to the present G.A.R. Memorial Library in 1939. Since then, the building has been used as a meeting place for veterans and other local organizations.

The building was designed by architect Henry Watson Gore, Jr., who worked most often in various period revival styles typical of his generation. He was the only child of Henry Watson Gore and grandson of Watson Gore, a banker who occupied the
important estate Gore Place in Waltham. Gore, Sr. was a Civil War veteran, best remembered as author of a memoir of the First Independent Corps of Cadets, with whom he was stationed at Fort Warren in Boston Harbor in 1862.

Gore, Jr. was raised in Roxbury and graduated from MIT with an architecture degree in 1893 and lived at home until he received his first notable commission in 1900, the Soldiers and Sailors Memorial Building in West Newbury. It is most probable that Gore received the commission for the Soldiers & Sailors Memorial via his father’s links to the veterans community.

Gore’s true career appears to have taken off when he formed a partnership in 1905 with Harry B. Hurd in the firm Hurd & Gore that lasted until 1920. From 1924-1927, he was in partnership with Roscoe B. Whitten in the architectural firm of Whitten & Gore, after which he apparently practiced alone. Overall Gore’s work followed a number of different revival styles, usually in an imaginative compound of historical details and finishes rather than a precise archaeological revivalism. In addition to its already-noted importance as a memorial and as a local landmark, the Soldiers & Sailors Memorial is important as the first step in a long and distinguished career for this architect, many of whose buildings still occupy prominent positions in cities and towns across eastern Massachusetts.

After the library vacated the building in 1939, the building continued as the American Legion Post until recently when its aging membership could no longer care for the building and gifted it to the town. Neglect has set in, and water infiltration, particularly at the tower, has been a major issue, bringing the building of today to a critical point where it requires stabilization if it is to survive.

The sections that follow in this proposal will outline the key features of the building that make it worthy of preservation, assess its condition deficiencies, and propose a set of steps for ensuring the survival of the building and its continued use.
EXTERIOR CONDITIONS

Roof & Chimneys

Conditions

The slate roof is in fair to good condition and with selected repairs should serve for many more years. Missing and broken slates account for about 10% of the roof coverage. The ridge cap is detached or deflected over most of its length and an area is missing at the north gable end. Sections of stepped rake flashing are missing at the north and south gable ends. There are gutter brackets on the east and west eaves but no gutters or downspouts on the building. The finial is loose at the flag pole at the north gable.

The two chimneys are in poor condition. At the south gable chimney, which is covered with vine overgrowth, the mortar joints are eroded and part of several brick courses are missing. The lost bricks can be seen resting on the ground. There is no cap on the chimney. The counter flashing at the roof intersection seems intact.

The cast iron vent pipe attached to the south gable chimney has a hole and a cap that is too low. It shows areas of washed out mortar and there is mortar missing at the ash clean-out.

The chimney attached to the tower near the north gable end is in very poor condition. There is widespread mortar erosion, displaced bricks, and evidence of poorly executed repointing campaigns. The chimney is capped. The counter flashing at the base, which is contiguous with the tower flashing, seems intact.
Conditions

Time and the elements have taken their toll on the building masonry. Conditions are most deteriorated at the tower, which was emergency stabilized in 2015 but still requires urgent work detailed in the Proposal on page 41.

There are numerous localized areas of failing and loosened bricks and eroded mortar joints. Cracks were observed under a single first floor window at each of the east, south and west elevations and under virtually all of the tower windows. The mortar wash at the majority of window sills has eroded. The brick surrounding the replacement door at the south elevation was poorly repointed and the door lintel has jacked.

The star-shaped bosses on the east and west walls anchor the ends of cross ties meant to hold the walls from spreading due to roof loads. The walls are dimpled at the cross ties and are bowing out above them, although the 2015 work is a permanent stabilization that should prevent further deflection.

The rubble stone foundation has cracked at the northeast corner and cracked and shifted at the southwest corner. It has areas of mortar wash-out and numerous cracked and missing stones. It is poorly patched in several areas.

The corbelled cornice of the tower had partially collapsed and in 2015 was removed, and the tower was capped to prevent further moisture penetration. The crenelations atop the cornice were previously removed prior to 1961. Ivy growing on the building is sending tendrils into open joints and breaking apart mortar, allowing water to more easily penetrate the walls of the Memorial Building.

The tower bulges visibly but was stabilized in 2015 by Structures North. The bulging, major interior damage that has led to floor decay, cracking, brick damage, and mortar decay are in so advanced a state that repairs on the tower are not feasible. A better solution is to take down the tower and rebuild it completely, salvaging the original bricks for this purpose.
Portions of the stepped rake flashing at the south gable roof are missing.

Note C.I. vent pipe at left of south chimney. Mortar is missing around ash clean-up and in other areas.

Rectangular areas of patched mortar at the west elevation.

Wall crack and displaced brick at the west face of the tower.

This door opening, created sometime after the building was constructed, does not have a proper lintel. The bricks at the door head have no support other than the wood door frame to support the masonry wall above.

Close-up of facade-tower junction showing stressed, water-damaged masonry. Note missing trim bricks at left side of arched window surround.
Windows, Doors, & Trim

Conditions

All the exterior wood elements exhibit paint failure. The windows are in fair to good condition and most of the glass lites are intact. Paint loss on the windows is generally most severe at the bottom rails and casings where water damage has occurred.

The distinctive paneled front door and sidelights are original and in fair condition. The more recently installed metal door at an added opening in the south elevation is in fair condition. It lacks a lintel however, and is supported only by the wooden door framing.

There are selected areas of wood rot, most notably at the front stairs and the column bases flanking the entry and at the eave rakes. There are animal holes in the louvered window at the gable peak at the facade. Trim is loose and elements are missing in some locations.

There are remnants of a wood fire escape stairway precariously attached to the building at the rear elevation. It works better as a trellis for the poison ivy than as an emergency egress.
Failed molding and paint loss at eave rake at south elevation. Note curved metal bracket for missing gutter.

Holes in louvers at the facade gable have created entries for animals.
INTERIOR CONDITIONS

BASEMENT

Conditions

A full height unfinished basement with rubble-stone walls and a packed earth floor runs under the building. Steel support posts are positioned along the floor beams; at least seven of these are corroded to their concrete cores at their bases. The presence of a sump pump attests to a history of water infiltration through the foundation walls. The basement contains a furnace and unused oil storage tank.

The basement is very wet and the floor is muddy. The 2014 Structures North report describes softened/rotted timber beams, rotted first floor joists, and corrosion of the steel Lally columns and their base plates and cap plates. Please refer to the report on page 29 for a complete description of structural conditions and recommendations for remediation.
First Floor

Conditions

The walls of the meeting room are painted plaster in good condition. The floor is carpeted in the meeting room and finished with linoleum in the kitchen and rest rooms; these coverings were presumably laid over the original wood flooring.

The wainscot and heavy wood trim employed generously throughout the first floor are in good condition. The handsome coffered ceiling comprised of stained and varnished narrow wood strips and molding contained within frames of painted beams is also in good condition.

The ceiling at the narrow hallway leading into the tower has partially collapsed and there is plaster debris on the floor.

The octagonal room at the tower is severely damaged from years of water infiltration. Large holes in the ceiling and walls expose rotted sheathing and framing elements underneath. The floor is covered with fallen plaster and other debris. The wood window casings and trim show areas of rot and have lost most of their finish. The tower framing is rotted. Please see the structural report for more detailed information on conditions at the tower. Stabilization efforts in 2015 have shored it up, but deterioration has not been arrested.

The kitchen and rest rooms are in fair to good condition. The kitchen appears to have been installed in the mid-to late 20th century. The rest rooms are of an earlier vintage.

Most of the handsome trim features on both the first and second floors are in good condition. It would be cost prohibitive to duplicate them in new construction.
Kitchen occupies the southeast corner of the first floor.

Octagonal tower room.

Collapsed ceiling at hallway leading to tower room.

Damaged ceiling and wall at tower room.
SECOND FLOOR

Conditions

The second floor has plaster walls and ceilings. The ceilings have limited areas of cracking, loose plaster and paint loss, particularly near the attic vents at the south end. There is severe damage to the ceiling lath, plaster and paint near the entry to the tower room at the northwest corner.

Wood wainscot lines the perimeter of the hall. The floor is narrow strip hardwood throughout. The wainscot, wood columns, door surrounds and flooring are in good condition. There are rotted window sash at the south wall.

The east and west walls bow outward. This condition and recommendations for remediation are fully described in the structural conditions report. In 2015 the roof was braced and the bowing walls were pinned to the braces. These braces are intended as permanent fixes, so any future use of the space will need to work around them.

The octagonal tower room is severely damaged by water infiltration. The ceiling plaster is nearly completely wasted and the wall plaster is missing and bricks are exposed at the west faces of the room. The floor and roof framing and sheathing are rotted. Please see the structural report for a detailed description and specific treatment recommendations for this room and the tower as a whole.
Missing ceiling and damaged roof framing at the tower room.

Tower room. Note complete wall failure and exposure of bricks.

Stairway to first floor.
SOLDIERS & SAILORS MEMORIAL  
West Newbury, Massachusetts

ATTIC

Conditions

The building has a full unfinished attic accessed by a hatch near the north wall. The framing consists of trusses, purlins and rafters and appears sound.

Several of the parapet walls of the tower are inadequately supported in the attic by salvaged train rails suspended from a wood roof purlin. This condition and recommendations for its remediation are fully described in the structural conditions report.

View towards north wall of attic.

Tower wall at northwest corner of building.

Suspension member attached to purlin above

Salvaged rail

Note salvaged train rail suspended from a roof purlin supporting south and southeast tower parapet walls.
EXISTING CONDITIONS DRAWINGS

SSV prepared the following drawings from the architect’s original drawings that are on file at the Massachusetts State Archives.
KEY TO SYMBOLS:

- **Dismantle and Rebuild** Brick Wall Construction
- **Dismantle and Rebuild** Stone Foundation Construction
- **Cut and Point** Brickwork to Remain
- **Cut and Point** Stonework to Remain
- **Re-Knit Crack Through** Brick Wall Construction
- **Jet Clean, Point and Grout** Horizontal Joint Crack Through Brick Wall
- **Point and Grout** Crack Through Stone Wall Construction
- **Investigate and Stabilize** Deformed Brick Wall Construction on the Interior
- **Rebuilding Front Steps and Wood Column Bases**

**East Elevation**

1" = 10'

- Ridge Cap Missing
- Deteriorated Chimney, Option: Remove to Roof Line
- Gutters Held by Iron Brackets Let into Rafter Ends
- Mortar Wash on Slanted Brick Sills
- East Elevation
KEY TO SYMBOLS:

- Dismantle and Rebuild Brick Wall Construction
- Dismantle and Rebuild Stone Foundation Construction
- Cut and Point Brickwork to Remain
- Cut and Point Stonework to Remain
- Re-Knit Crack Through Brick Wall Construction
- Jet Clean, Point and Grout Horizontal Joint Crack Through Brick Wall
- Point and Grout Crack Through Stone Wall Construction
- Investigate and Stabilize Deformed Brick Wall Construction on the Interior
- Rebuilding Front Steps and Wood Column Bases

NOTE:
- Mortar Wash on Window Sills
- Drop Line About 18” From Wall

North & East Elevations

West Elevation

1” = 10’
South Elevation

1" = 10'

- Dismantle and Rebuild Brick Wall Construction
- Dismantle and Rebuild Stone Foundation Construction
- Cut and Point Brickwork to Remain
- Cut and Point Stonework to Remain
- Re-Knit Crack Through Brick Wall Construction
- Jet Clean, Point and Grout Horizontal Joint Crack Through Brick Wall
- Point and Grout Crack Through Stone Wall Construction
- Investigate and Stabilize Deformed Brick Wall Construction on the Interior
- Rebuilding Front Steps and Wood Column Bases
Level 1 Plan

1" = 10'

- Expose, Repair Cracks in Interior Surface of Wall Near Ceiling Level
- Replace Collapsed Ceiling
- Replace Rotted Floor Structure
- Re-Build Brick Walls as Indicated

NEW STEEL COLUMN
REPLACE AT LEAST 7 RUSTED CONCRETE FILLED STEEL LALLY COLUMNS BELOW PRIMARY BEAMS, REPLACE UNDERSIZED STEEL LALLY COLUMN CAPS, CHECK INTERNAL CONDITIONS OF TIMBERS, ANALYZE, AND STRENGTHEN IF NEEDED

SISTER ROT DAMAGED FLOOR JOISTS (ASSUME 1 IN 4)

NEW STEEL COLUMN

REPLACE ROTTED FLOOR STRUCTURE

REPLACE ROTTED BEAM SPAN

**Level 0 Plan**

1" = 10'
EXPOSE, REPAIR CRACKS IN INTERIOR SURFACE OF WALL NEAR FLOOR LEVEL

NEW STEEL COLUMN

REPLACE ROTTED FLOOR STRUCTURE

REBUILD BRICK WALLS

LEVEL 2 PLAN
1" = 10'

Spencer, Sullivan & Vogt  •  12 July 2019
STRUCTURAL & MASONRY ASSESSMENT

Sara Alina of Structures North Consulting Engineers conducted the structural engineering assessment of the buildings on July 8, 2019, and prepared the following report.

The report describes conditions and makes restoration recommendations based on the prior report from 2014 (included here as well). These suggestions serve as a look ahead to the ultimate rehabilitation and reuse of the building.
Memorandum

To: Spencer, Sullivan & Vogt

Attn: Lynne Spencer  e-mail: lspencer@ssvarchitects.com

From: Sara Alinia

Re: Soldiers & Sailors Memorial Building

CC: John Wathne, Curtis Perrin

Date: 10 July 2019  Pages: 1 Page

Dear Lynne:

On Monday, July 8, I visited Soldiers & Sailors Memorial Building for a follow up visit to our 2014 visit and report. The purpose of this visit was to compare the recommendations from the 2014 scope of work to the current condition of the building. The following is a summary of what I found:

- Other than as noted below, the recommendations made in 2014 are still valid today.
- More mortar joints have eroded in the last 5 years; consequently, the amount of re-pointing needed for the masonry walls is more than what was recommended in 2014.
- The turret, which was previously called for partial re-point and partial rebuild, is in a state of disrepair and needs to be fully dismantled and rebuilt.
- Temporary stabilization of the first floor framing has been done since the 2014 report, but a more permanent scope of framing reinforcement has not yet been attempted as would be required to carry the code recommended load for assembly areas.
- The roof rafters have been stiffened (please refer to the 2014 report, “Interior/Attic and Roof Structure”).

Please call if you have any questions regarding the information contained in this memorandum.

Very Truly Yours,

Structures North Consulting Engineers

Sara Alinia
19 August, 2014

Spencer & Vogt Group  
1 Thompson Square, Suite 504  
Charlestown, MA 02129

Attention: Patrick Guthrie  
Reference: American Legion, West Newbury, MA

Dear Patrick:

On Tuesday, 29 July, 2014 we observed the structural conditions of the American Legion Hall in West Newbury, MA. The following is a summary of our observations and of our recommendations. For the purposes of this report, the front of the building will be considered to face north.

**General Description**

The American Legion Hall is a two story gabled roof structure with a full basement, constructed in 1900. The first floor contains restrooms, several anterooms and a bar room, and the second floor has an open meeting hall and several anterooms. The basement is an empty, unoccupied space.

Exterior walls are constructed of multi-wythe brick masonry landing on a stone rubble foundation.

The main gabled roof is framed with board sheathed, east-west running dimensional lumber rafters supported on the east and west exterior walls and tied at the attic level, approximately 2/3 story height above the eaves.

The second floor appears to be constructed of east-west running dimensional lumber joists spanning between north-south running cross beams supported on three east-west running steel girders, two intermediate posts, and the north and south exterior walls.

The first floor is framed of east-west running dimensional lumber joists supported by the east and west exterior walls and two north-south running timber beams span between the north and south walls and multiple concrete filled steel Lally columns in between.
There is a small crenellated turret at the northwest corner of the building and the vestige of a combination steel and wooden stairway exiting from the second floor to the south. The floor and roof framing in the turret consist of east-west running dimensional lumber joists.

**Noted Conditions and Recommendations**

We have noted several both isolated and pervasive conditions, the repair of all of which are indicated by location on the attached the elevation sketches and floor plans:

**Exterior-**

- The majority of the brick wall construction that comprises the turret has deteriorated and materially failed. The once crenellated parapet atop the turret has partially collapsed and the southeast facet of the parapet is precariously bowed out at the second floor. *Sadly, the major portion of the turret must be dismantled and reconstructed, either with multi-wythe brick or a combination of brick faced cast-in-place concrete and concrete block.*

- The eastern third of the turret parapet is not sufficiently supported from below, and has deflected downward. This downward contortion has contributed to the failure of the remaining turret masonry *(please also see “Attic and Roof Structure”, below).*

- In addition to the failed turret brickwork, there are other localized failed or loosened areas, including some of the lower corners of walls and the tops of the front and rear chimneys *that must be taken apart and rebuilt.*

- There are also portions of the stone foundation that have loose stones *that must be taken apart and re-set.*

- In addition to the loosened areas, there are other areas with eroded mortar joints *that must be cut and pointed, in both the brick wall and stone foundation construction.*

- Some of the loose foundation areas are along structural cracks *that should be pointed and grouted in place after loose stones have been re-set.*

- There are several structural cracks in the exterior brickwork. *Vertical and diagonal cracks should be excavated and toothed back together and horizontal cracks should be cut, jetted cleaned, pointed and grouted.*

- The first floor exit door at the south elevation passes through a cut-in, added opening with no lintel over it other than the wooden door frame supporting the brick. *A proper, galvanized steel lintel must be installed.*
• The roof eaves have an outward sweep, presumably due to bending deflection that has occurred in the restraining roof framing. This has caused the upper portions of the east and west exterior walls bend outward toward the eaves, with an abrupt change in plane occurring along the tie plates at the second floor level. Because the tight bending radius at the plates has likely resulted in cracking at the interior surfaces of the walls, the walls should be exposed from the interior and the presumed cracks repaired by pointing and grouting, while re-setting any loose bricks.

• The wooden steps and column bases at the front entrance are rotted and in need of replacement.

• The remnants of the rear stairway should be removed and a new egress constructed as appropriate.

**Basement and First Floor Framing (exposed above)**

• The bottoms of at least seven of the basement Lally columns have rusted to the point that only the concrete cores are supporting floor load since most of steel is gone from around them. The columns, base plates and cap plates should all be replaced.

• The surfaces of the timber beams appear to have been softened by rot, while the inner portions of the beams seem more solid. The timbers should be resistance drilled to confirm the soundness of their cores and the cross-sections measured, wood identified and graded, and then analyzed to compare their remaining capacities to the anticipated floor load above.

• Several of the column cap plates have compressed into the bottoms of the timber beams due to the softening of the timber and the small size of the plates. The existing cap plates should be replaced with larger plates.

• Many of the first floor joists have internally rotted and are in a weakened state. Rot damaged floor joists should be identified and sistered or replaced.

• The north-south running timber floor beam to the west of the stairway was wet at the time of my visit and partially rotted, and in need of replacement.

**Interior/ First Floor**

• The first floor framing of the turret is rotted and must, along with the floor decking, be replaced.

• The upper interior surfaces of the east and west exterior walls must be exposed and repaired (please see “Exterior” above).
• A steel column must be threaded through the wall to the west of the stairway to support parapet loads above (please see “Attic and Roof Structure”, below).

• The ceiling is collapsing over the small hallway to the turret and must be stabilized.

**Interior/ Second Floor**-

• The second floor and roof framing of the turret is rotted and must, along with the floor decking and roof sheathing, be replaced.

• The east and west exterior walls bow noticeably outward. The lower extents of these walls must be exposed and repaired (please see “Exterior” above).

• A steel column must be threaded through the wall to the west of the stairway to support parapet loads above (please see “Attic and Roof Structure”, below).

**Interior/ Attic and Roof Structure**-

• The east and west eaves of the roof have spread outward due to the relative flexibility of the rafter framing, which is laterally cross-tied at the second floor ceiling level allowing the bottoms of rafters to bend and splay outward. This has caused an abrupt bend in the walls below that have presumably caused them to crack and now “hinge” around the tie plates at the first floor (please see “Exterior” above). The rafters should be stiffened to reduce the flexibility, such as under snow load, before the wall cracks are repaired.

• The south and southeast parapet walls of the turret are supported on salvaged railroad rails that are hung from a wooden purlin in the roof framing, which spans between the front wall and a common rafter in the roof’s western slope. This indirect support in addition to the effects of constant wetting and rot have allowed the parapet walls to sag downward. Proper galvanized steel members should be installed to replace the salvaged rails and wood suspension, with a steel column threaded downward through the stair wall to the basement.

Thank you for the opportunity to assess this beautiful though sadly neglected historic property. Please contact us if you have any questions, or if we can be of further assistance.

Respectfully Yours,

Structures North Consulting Engineers, Inc.

John M. Wathne, PE, President
Replace at least 7 rusted concrete filled steel Lally columns below primary beams, replace undersized steel Lally column caps, check internal conditions of timbers, analyze, and strengthen if needed.

Sister rot damaged floor joists (assume 1 in 4)

Replace rotted floor structure.

New steel column.

Replace rotted beam span.

STRUCTURAL REPAIRS AT BASEMENT
STRUCTURAL REPAIRS AT FIRST FLOOR

- Replace rotted floor structure.
- Rebuild brick walls.
- Replace collapsed ceiling.
- Expose, repair cracks in interior surface of wall near ceiling level.
- New steel column.
Expose, repair cracks in interior surface of wall near floor level

New steel column.

Replace rotted floor structure.

Rebuild brick walls
STABILIZATION & REHABILITATION PROPOSAL

SOLDIERS & SAILORS MEMORIAL
West Newbury, Massachusetts

Replace rotted roof structure.
Rebuild brick walls.
Construct new steel structure to re-support back walls of turret parapet.
Stiffen roof structure to more rigidly restrain eaves.

STRUCTURAL REPAIRS AT ATTIC AND ROOF
The history of the building and the updated assessment of its existing conditions issues set the context for SSV’s proposal. The capacity of the Soldiers & Sailors Memorial to tell its story, to serve as a center for town activities and meetings, and to connect the life of West Newbury to the broader scope of American history via its role as a Civil War memorial will be fully realized when the stabilization of the building is complete and it can be restored to life. It is imperative to undertake this work while it is still possible to reinstate this asset for use by the townspeople of West Newbury. Continued delay jeopardizes the ability to rehabilitate the structure with any reasonable investment. This proposal sets the agenda for the first phase of realizing that goal.

In overview, this project joins to a larger campaign across the state via the Community Preservation Act to provide for the full and final restoration of landmark buildings in order to return them to use as public assets. Specific goals for such a project at the Sailors & Soldiers Memorial include universal accessibility so that everyone can participate in programs, upgraded systems and technologies including modern HVAC, and preservation of the multi-layered history embodied in the building before it disintegrates further and becomes unsalvageable.

Much has already been lost: Gone are the collections of the Natural History Club that once occupied the second floor, gone are the tower’s crenelations, and gone too (most poignantly) is the membership of the American Legion, who occupied the building most recently. Without anyone to care for it and enjoy the use of it, the building is slipping away: The tower is now at the critical point of destabilization and has begun to detach from the building; and moisture and ground level deterioration are crucial issues at the foundation. Roof, gutters, windows, doors, woodwork all need attention as do the load-bearing brick walls.

In 2005 a proposal for the Town to take over permanent management of the building was tabled by voters, but it led to the West Newbury Historical Commission’s formal survey and documentation of the building in 2007 with the Massachusetts Historical Commission and a 2008 attempt to waterproof the roof of the tower. This attempt was unsuccessful, but in beginning in 2014 SSV examined the building, performed emergency stabilization on the tower, and mitigated the water issues by dismantling the top of the tower and installing a membrane roof to prevent moisture infiltration and had permanent structural stabilization repairs performed on the
east and west side walls. In the intervening time, the process of finalizing transfer of ownership of the building to the town has concluded, and the building has been listed on the National Register of Historic Places, but it has also continued to deteriorate. Nevertheless, the National Register designation will facilitate applications for further CPA funds to rehabilitate it in the phase SSV now proposes.

Stabilization and Rehabilitation Recommendations

This proposal is based on a “long view” from our first involvement with the Soldiers & Sailors Memorial that projects what we know about its physical issues today into a look ahead to what it can become. This perspective of carrying forward what we know from the past has enabled us to develop comprehensive understandings of how addressing its problems can also serve as the basis for returning an active use to the building that will prevent future neglect.

Our guiding understandings of how to address these problems for the Soldiers & Sailors Memorial are:

• **Complete reconstruction of the tower from the ground up.** The structural stability of the tower has been so completely compromised that it is infeasible to attempt to restore what remains. The most responsible way to confront the serious issues with the tower is rebuilding, which will also permit the most rapid return of the building to active use.

• **Control of water and moisture in the cellar.** Many of the building’s issues stem from the levels of wetness that are causing settling in the foundations and rot of structural components as well as key building systems. It is crucial to address this core set of issues at the outset rather than attempting to buy time with cosmetic approaches.

• **Addressing the septic, sanitary, and water service.** There needs to be an acknowledgement that these lines will be part of the planning scenario because the potential for the building to be used depends on the capacity of these systems, and their location on the site impacts drainage and water control planning.

• **Compliance with building code and accessibility issues.** Any occupancy type will require upgrades per MAAB, and basic code issues that were not part of the original construction, in particular egress.

• **Rehabilitate for town assembly use.** Upgrade structural at first floor to accommodate 100 pounds per square foot load capacity that will allow the room to be used as a meeting space.

• **Consider uses to activate the second floor.** These could include light storage, office if there is ADA access, or business, assuming there are no regulations barring it.

• **Restoration of roof, windows, and woodwork.** There has been significant decay and damage in all of these areas that are among the most visible components of the building to any observer, so bringing them back to their original appearance will factor heavily in making the building come back to life.

In this phase of the stabilization and rehabilitation, SSV proposes to develop
measured plans and elevations up to the Design Development level that will be informed by detailed recommendations from the following consultants:

- **Structural Consultant:** Our structural consultant is John Wathne from Structures North, with whom we have collaborated for many years. Their work will examine reinforcement of the first floor for load capacity, structural aspects of the tower reconstruction and linking it to the existing building, and wall stabilization.

- **Civil Engineering Consultant:** We will consider several civil engineers that could include Hancock Associates, Nobis Group, or W. C. Cammett Engineering. Their work will investigate any issues with the septic as well as drainage considerations that are affecting the foundation and basement.

- **Mechanical, Electrical & Plumbing Consultant:** We will work with Jeff White of JRW Engineering.

Based on the consultants’ observations and recommendations, SSV will develop plans for the use of the building as a meeting space for the town, ensuring accessibility and proper egress and incorporating code-compliant restrooms and a kitchenette. In the eventuality that there is a determination to use the second floor as office or other occupiable space, we will also develop a plan for vertical access that includes a lift to ensure accessibility as well as emergency egress. Additional preservation and restoration recommendations will include upgrades to the roof and gutters for water management, window restoration both for appearance and efficiency, masonry restoration, and building system upgrades.

SSV will also prepare outline specifications that will be the basis for cost estimating by a consultant such as Cenaxo Construction or A. M. Fogarty. It is important to have a rational and well-grounded sense of costs at this phase in the project as the determination of any path forward.

**Project Costs**

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<th>Item</th>
<th>Cost</th>
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<tr>
<td>Architectural (incl. 2 meetings)</td>
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<tr>
<td>Structural Engineering Consultant, allowance</td>
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<td>MEP Consultant, allowance</td>
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<td>Cost Estimating Consultant, allowance</td>
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<td>Summary Report (2 copies) and Presentation</td>
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<td>Reimbursable Expenses, Printing, and Travel</td>
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<td><strong>TOTAL</strong></td>
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**Products**

SD level plans, DD level plans, outline specifications, detailed cost estimate.
SSV Terms and Conditions.

Standard Hourly Rates: Spencer, Sullivan & Vogt

*Principal – Architect. $165.00/Hr.
*Project Architect. $135.00/Hr.
*Project Manager. $110.00/Hr.
*Architectural Designer. $100.00/Hr.

These rates will remain in effect for the Agreement to which this Schedule of Charges is attached, for one year. For services performed in subsequent years, the Architect’s then current rates will apply.

Consultants

Services and expenses of consultants will be charged 1.10 times actual cost to Spencer & Vogt Group. Such consultants, if so required and approved in advance by the client, include mechanical, electrical, structural and civil engineers; acoustical, lighting, elevator, traffic, parking, food service, environmental and other consultants of whatever type or nature.

Photographs

The Client agrees to allow the Spencer, Sullivan & Vogt to take photographs of the Work while in progress and at the completion of construction for professional publications.

Payment Schedule

Invoices are rendered in accordance with the rates and charges set forth in this document and are due within thirty (30) days after invoice date. If Client fails to pay any invoice in full within thirty (30) days after invoice date, Spencer & Vogt Group may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon twenty-one (21) days prior written notice to Client.

The laws of the Commonwealth of Massachusetts shall apply to this Agreement. Any controversy or claim arising out of or related to the Contract, or the breach thereof, shall proceed to agree upon mediation before restoring to the Courts of the Commonwealth. Parties shall mutually agree to an acceptable mediation group.

Ownership of Documents

All drawings, specifications, project manuals, reports, field data and notes, estimates and other documents, prepared as instruments of service, shall remain our property. You agree that all work we furnish to you or your agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever. We will retain all pertinent records relating to the services performed.
for a period of six years following completion of our contract, during which period the records will be made available to you at all reasonable times.

Insurance

We are protected by Worker’s Compensation Insurance, Professional Liability Insurance, and General Business Liability Insurance. Certificates shall be furnished prior to execution of this contract. We will not be responsible for any loss, damage, or liability beyond the amount limits and conditions stipulated. We will not be responsible for any loss, damage, or liability arising from your negligent acts, errors, and omissions and those by your staff, consultants, subcontractors, and agents, or from those of any person for whose conduct we are not legally responsible.

Standard of Care

In accepting this agreement for architectural services, you acknowledge the inherent risks associated with construction. In performing our professional services, we will use the degree of care and skill ordinarily exercised, under similar circumstances by members of the profession practicing in the same or similar locality.

Limitation of Liability

For any damages because of any error, omission or other professional negligence, our liability will be limited to a sum, not to exceed $50,000.00, or our fee received under this Agreement less third-party costs, whichever is greater. If you prefer not to limit our professional liability to this sum, we will waive this limitation upon your written request if you agree to pay the premium for additional insurance coverage, which you request, and we are able to secure.
## Project: Soldiers & Sailors Memorial, West Newbury, MA

### Stabilization and Rehabilitation Proposal

**Spencer, Sullivan and Vogt**

**12 July 2019**

### Project:

<table>
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<tr>
<th>Schedule</th>
<th>Task</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>August</td>
<td>Agreement</td>
<td>Acceptance of fee proposal and preparation of Agreement</td>
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<td></td>
<td>Project Initiation</td>
<td>Introductory meeting with Town of West Newbury, Building Committee</td>
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<tr>
<td>August</td>
<td>Existing Conditions / Schematic Design</td>
<td>Regulatory analysis: MAAB, zoning, historic site inspection to determine groundwater, regrading, and site needs. Assessment of basement and foundation problems with treatment recommendations.</td>
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<tr>
<td></td>
<td></td>
<td>Site inspection to determine groundwater, regrading, and site needs. Assessment of basement and foundation problems with treatment recommendations. Civil Engineer TBD Structural North (SN)</td>
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<td>Determine structural requirements, including first floor stabilization and upgrade to 100/PSF load capacity, reconstruction of the tower, access and egress design.</td>
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<td>Building survey to assess HVAC, electrical, and fire detection</td>
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<td>Prepare 2 - 3 conceptual plans for the rehabilitation for active use of the first and second floors. Options to include handicapped access, emergency egress, restrooms, kitchens, and infrastructure planning for (A) first and second floor usage, and (B) first floor usage only. Meet with Building Committee to review options and seek agreement for a single option moving forward to planning and design purpose. Assume 1 meeting with follow-up electronically.</td>
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<td>Update regulatory analysis based on accepted conceptual design</td>
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<td>Consultative meetings with West Newbury Historical Commission and Community Preservation Committee</td>
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<tr>
<td>Sept</td>
<td>Design Development</td>
<td>Develop plans and outline specifications for phase 1 structural and envelope rehabilitation. Assume accepted conceptual design plan as the basis of phase I design, but limited to structure and envelope of the existing building.</td>
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<td>Prepare detailed cost estimate</td>
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<td>Review with Town of West Newbury, 1 meeting</td>
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<td></td>
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<td>Brief summary report</td>
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### Consultant Costs

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<td>Lynne Spencer, Principal, Preservation</td>
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<td>Joseph Metrano, Architectural Designer</td>
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### Total Costs

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### Reimbursable Expenses

- Travel, printing, etc.

### Combined Total

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