

DONALD R. BOYCE, INC.  
A R C H I T E C T S

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1072 MAIN STREET, HOLDEN, MASSACHUSETTS  
01520 TELEPHONE: 829-6816

October 10, 1978

Dalco Contracting, Inc.  
370 Lovell Street  
Worcester, Mass. 01602

Re:- Alterations to Town Hall  
Sterling, Mass.

Attn. Mr. Norman A. Landry

Dear Sir:

This office is in receipt of your letter dated October 4, 1978, which we have reviewed as outlined below. Also may I correct your use of the wording "Change Order" as same should read "Proposal or similar terminology.

Also in your first paragraph where you make mention of; "As we discussed yesterday", I have no recollection of we discussing this.

WOOD STUD PARTITION ON SECOND FLOOR

Making the change of the second floor eight(8") inch masonry block wall to wood stud was agreed to by me. Not because of structural reasons due to height because basically it is a non-bearing wall laterally supported at the floor levels with wall reinforcement every second course. The reason for the masonry wall in the first place (other than basement) was for the future elevator. However; where the elevator was in the future and where monies were limited, it appeared the savings would be advantageous.

We cannot understand why this change could be as an extra when using wood studs in place of masonry. Please review.

Filling Voids in Floor  
Flooring in Selectmen and Storage

We refer you to our letter dated September 14, 1978 Items 1 thru 4.

INSULATING EXTERIOR REAR AND SIDE WALLS

We refer you again to our letter dated September 14, 1978 Item 6 and our letter dated October 6, 1978 as it pertains to this particular item.

DONALD R. BOYCE, INC.  
A R C H I T E C T S

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1072 MAIN STREET, HOLDEN, MASSACHUSETTS  
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Thank you for bringing to our attention the condition of the plaster ceiling in the Stair Hall. Tile through out shall be suspended as specified. However, we shall inspect the existing plaster and inform you accordingly.

Very truly yours,

DONALD R. BOYCE, INC.

A handwritten signature in dark ink, appearing to read "Alvin R. Anderson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Alvin R. Anderson  
copy to Robert Cutler, Supt.



# Dalco Contracting, Inc.

## GENERAL CONTRACTORS

370 LOVELL STREET  
WORCESTER, MASS. 01602

754-8054

799-6185

October 4, 1978

Donald R. Boyce, Inc., Architects  
1072 Main St.  
Holden, Mass. 01520

Attn. Mr. Alvin R. Anderson

Re: Change Order  
Alterations to Town Hall  
Sterling, Mass.

Dear Mr. Anderson:

As we discussed yesterday, I am submitting the following Change Order for approval in regards to the wood stud partition that we installed on the 2nd floor and also I am submitting a Change Order for approval for filling in various floor sections where former partitions were removed in case the Resilient Floor filed sub contractor (Under Section 90 of the specifications) refuses to do this work and also for filling in floor sections to receive carpetting that is to be done by others.

### WOOD STUD PARTITION ON 2nd FLOOR

Please refer to DWG. NO. 2, FIRST FLOOR PLAN and PART SECOND FL'R PLAN and also DWG. NO. 3, SECT. - "5 - 5".

The drawings calls for 8" concrete block wall to be installed from the basement floor up to the 2nd floor ceiling in the Stair Hall. We already had the 8" concrete blocks with the cement & sand on the job site to do this work.

Because of the height of the wall from the intermediate landing to the ceiling of the 2nd floor and because there was no way that the 8" concrete block wall could be constructed to make the wall structurally sound, with your approval, we furnished and installed a wood stud partition starting from the bottom of the floor joists of the new 2nd floor Stair Hall landing up to the 2nd floor ceiling.



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This involved additional labor and materials than if we had constructed the 8" concrete block wall as shown on the drawing. We used additional floor joists, we installed a plate which we anchored with bolts in cement into the concrete blocks, etc.. We had additional trucking, unloading, loading, etc.. The price below allows for credit for the elimination of the 8" concrete block wall.

(ADD) +\$250.00

### FILLING VOIDS IN FLOOR

Please refer to DWG. NO. 1, FIRST FLOOR PLAN and DWG. NO. 2, FIRST FLOOR PLAN.

After the former existing partitions were removed, there were some voids in the floor, that is, the bottom plate of the removed partitions were installed below the finished floors. There is also a threshold in the PASSAGE that will have to be removed and the floor filled in. In order to install the resilient flooring, ceramic tile floor and the carpetting it is necessary that these voids be filled in. There is approximately thirty six (36') lineal feet that has to be filled in.

In the areas to receive carpetting, the following areas should be filled in, GEN. OFFICE in front of the exterior rear door there is an area of apprx. 4'7" X 9'8" and in SELECTMEN there are various areas of flooring to be filled in (2'0" X 4'7½") (6½" X 7'1") (1'9½" X 8'4") (1'8" X 5'10") (6" X 7'0").

### Material & Labor

36' @ \$2.00 lin. ft.	\$ 72.00
83 sq. ft. @ \$2.00 sq. ft.	<u>166.00</u>
(ADD)	+ \$238.00

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### FLOORING IN SELECTMEN and STORAGE

Please refer to DWG. NO. 2, BASEMENT & FIRST FLOOR FRAMING PLAN and FIRST FLOOR PLAN.

DWG. NO. 2, BASEMENT & FIRST FLOOR FRAMING PLAN has a notation in the lower right corner which states, NEW 2" X 8 -JOISTS- 16" O.C. REMOVE EXIST. STAIRS & FRAMING" (SELECTMEN) and in the upper right corner there is a notation which states, "REMOVE EXIST. STAIRS & PROVIDE FL'R FRAM'G AS NECESSARY" (STORAGE).

Nowhere on the plans does it call for furnishing & installing flooring on the new floor framing 2" X 8" joists. Furthermore, there were 4 layers of flooring adjacent to the new floor framing 2" X 8" that we installed. Mr. Donald R. Boyce approved the building up on top of the new floor joists and the plywood flooring. We had to cut 2 X wood lumber (Shims) which we installed on top of the new floor framing (2" X 8") and then installed the plywood flooring so that it would meet the existing top flooring.

The area that we covered in SELECTMEN was approximately 4'0" X 11'3" and 1'10 $\frac{1}{2}$ " X 4'7 $\frac{1}{2}$ " and in the STOR. 1'9  $\frac{3}{4}$ " X 12'4" and 2'7 $\frac{1}{2}$ " X 6'0 $\frac{1}{2}$ ". Total area apprx. 100 sq. ft..

For Materials, labor, trucking, etc. (ADD) +\$225.00



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CORRECTION TO CHANGE ORDER SUBMITTED SEPT. 29, 1978 Re:

### INSULATING EXTERIOR REAR & SIDE WALLS

Under the stage of the 2nd floor there was no interior wall to the exterior rear & side walls. It was necessary to install 5/8" fire code sheetrock in these areas in order to retain the insulation in the wall. The area is 3' in height, therefore, a man had to work on his back. One of our employees who did this work informed us that he and another one of our employees had spent 11 hrs. each to do this work.

#### Labor

22 hrs. @ \$20.00

\$440.00

#### Material

9 sheets 5/8" fire code sheetrock @ 132.50

38.16

Nails (Allowance)

6.00

(ADD)

+ \$484.00

We again wish to bring to your attention the ceiling (Plaster & wood laths on 2nd floor) DWG. NO. 3, SECT. - "5 - 5" on the 2nd floor STAIR HALL. There is a notation on the DWG. which states, "NEW ACOUS. TILE IN STAIRHALL OVER EXIST. PLAS."

There are areas where the existing plaster is loose and is bulging. Please visit the job site and inform us of what corrective measures you want the Acoustical Tile fied sub contractor to do (Section 9B of the specifications).

Very truly yours,

Norman A. Landry, Pres.

Hand Delivered October 5, 1978

# Proposal

Page No.

of

Pages

**C & F BOTTCHER, PAINTING CO.**  
 Exterior & Interior Painting - Paperhanging - Decorating  
 Newell Road Holden, Mass. 01520  
 Phone 829-5166

PROPOSAL SUBMITTED TO <b>Sterling Town Hall</b>		PHONE	DATE <b>May 3, 1977</b>
STREET <b>Main Street</b>		JOB NAME	
CITY, STATE AND ZIP CODE <b>Sterling, Mass. 01564</b>		JOB LOCATION <b>same</b>	
ARCHITECT <b>Robert Cutler</b>	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

High-pressure wash all clapboard siding to remove residue of existing chalk surface.  
 Scrape all loose and peeling areas.  
 Apply one (1) coat of exterior oil-base primer to all exterior wood surfaces.  
 Apply one (1) coat of top-quality exterior oil-base paint to all exterior wood surfaces.  
 Remove all loose putty and reglaze, prime, then paint all window sash.  
 Ceiling in front-entry should be scraped clean, primed and finish-coated.  
 Clean, prime and paint masonry foundation.

I believe the present shutters are in NO condition to hold paint for any appreciable length of time.

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

**Six-thousand, Five-hundred & Twenty-five ----- 00/100** dollars (\$ **6,525.00** ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature

*Paul G. Bottcher*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

ALUMINUM SCREENS  
SCREEN REPAIRS

METAL INTERLOCKING WEATHERSTRIPPING

ALUMINUM WINDOWS  
DOORS  
ALUMINUM AWNINGS

## HOWARD B. LARRABEE & SON

Established 1929  
115 SHREWSBURY STREET  
WEST BOYLSTON, MASS.  
Telephone TE 5-3923 • TE 5-3545

June 25<sup>th</sup> 1980

Robert Cutler  
Supervisor of Public Works  
Sterling, Mass. 01564

Dear Sir:

The following is my estimate for installing Ten (10)  
aluminum windows on the Sterling town hall. (Second floor)

740.00

My estimate for installing Three (3)  
aluminum windows. (First floor) 222.00

You will notice the price is based on 74.00 per window.

If less than ten windows are to be installed the price  
would have to be based on 79.00 per window.

Sincerely,



H. B. Larrabee & Son

RECEIVED

JUN 27 1980

TOWN OF STERLING  
STERLING, MASS.



## REX SIDING & STORM WINDOW MFG., INC.

423 PARK AVENUE  
WORCESTER, MASS. 01610

Mr. Robert Cutler, Superintendant  
Department of Public Works  
Sterling, Mass. 01564

Estimate to supply and install combination storm windows on the Town Hall.

We will supply and install ten (10) storm windows on the second floor and three (3) storm windows on the first floor.

Enclosed please find information on the AlSCO Concord combination window. We would recommend this window for your needs.

Windows will be mill finish, and oversized.

Please note the following features of the Concord:

- anti-bow pins and center bar to inhibit movement of the storm panels and the master frame
- heavy duty aluminum extrusions
- ease of repair
- wool pile weather stripping
- interlocking meeting rail
- wraparound spline
- Architectural Aluminum Manufacturing Association certification

This is a high-quality tilt window.

Individual prices for these windows, installed, are:

Second floor ..... \$62.00  
First floor ..... \$60.00

Total price for thirteen (13) windows, installed; \$800.00

Thank you for your consideration.

Yours Truly,

  
William A. White, Jr.

Rex Siding and Storm Window Mfg., Inc.

We are fully covered by  
Workmen's Compensation and  
Public Liability Insurance