

City Hall Restoration Commission

Summary of Meeting held on Monday, June 13th 2016

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Jan Bell, Steve Dexter, Jim Hafey, Craig Herrmann, Maggie Rosa, Richard Luecke

Minutes

- Minutes of the June 6th meeting were unanimously approved.

Electrical Requirements Of The Building

- Jim provided an update on the City's ongoing electrical and IT upgrades. The IT work involves having the major node for IT being at the GHS. When the work is completed at the GHS, expected to be in July, the current computer room inside the first floor conference room in City Hall will be reconfigured into a smaller space. If/when power circuits are freed up, the power to the automatic door openers will possible.
- Jim advised the CHRC to go to the Mayor regarding the City Hall's needs.

Ventilation

- Craig and Jim have discussed Jim's concerns about the reduced efficiency of the existing gravity feed system after installation of the interior ducts. The installation of a small air turbine and use of a closed system would make reduce the need for people to ensure that the doors and louvers are closed/open depending upon the season. We need to determine the airflow and Joe Rosa will look into what equipment is needed.
- J.J. followed up with Donna Compton re the need to transfer the funds from the Gloucester Fund to the City Hall Restoration account. The transfer is not necessary provided that prevailing wages are paid for work done on-site at City Hall and that a certificate of liability insurance naming the city as additionally insured is provided..

Invoices

- A motion approving payment of invoice #0003938 from McGinley Kalsow & Associates, for \$408.25 was made by J.J. and seconded by Steve. Unanimously approved
- A motion approving payment of invoice 38936 from J & L Welding for cleaning and painting of the bell cradle was made by J.J. and seconded by Steve. Unanimously approved.

ADA – Lift to the stage

- J.J. will review the punch list with Doug to ensure that the items are dealt with.
- J.J. will ask Doug about the instructions. We need a simple set of instructions that can be posted near the elevator.
- Jim noted that the state inspection, organized by the installation company, is required before the lift can be used.
- Jim noted that we need to have some kind of drape to cover up the opening where the elevator goes into the back room. Jan and Maggie will work with the Curtain Shop.

Railings

- Work on the railings is ongoing.

North elevation doors

- Signage that states that this door is to be used for exit purposes only is in Jim Destino's office.
NO UPDATE

FY16 Budget

- Of the \$25,000,
 - a. Use \$10,309.24 for work to address ADA needs of the elevator as per the proposal from United Elevator. No update on the status of bringing the elevator into compliance with MAAB requirements.
 - b. J&L Welding proposals total \$6580 for the work on the bell and the railings + caps.
 - c. Maggie would like to see an inspection of the paintwork at the Warren Street balcony – it looks to her like some painting is required.

FY17 Budget

- Suggested ideas
 - a. Jim suggested that funds be used to fix up the north stairwell. He will scope out the project.
 - b. Lighting in the South stair well & wiring – follow up with Jim Hafey
 - c. Fix up the third floor conference room
 - d. Restore the staircase/stairwell in the tower
 - e. Restore the area behind the stage
 - f. Install a larger mat between the two sets of doors at the Warren Street entrance.
- Maggie to check the FY17 budget to see if funds for City Hall maintenance are included.

Brochure

- 1,000 copies made. Jan took most for storage at the Stage Fort Park visitor center. People pick up flyers from the visitor center for use in other locations.

Flood-lighting of City Hall

- Steve has contacted the lighting installer, Nick Taormina
- Dick Luecke provided us with the need to use low level LED lights and will send his recommended specifications to Steve Dexter, who will then contact Nick Taormina..

ADA Parking – no update

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- Deb Laurie will check on the prevailing wage issue – no update
- Bill Sanborn sent an email on May 12 indicating that DPW will not be able to start the project until after Labor Day. Will this give enough time to complete by the end of the year?

Items not to fall too far off the radar screen

- Cracked glass in the tower Maggie to follow up with Campbell Construction
- Cracked basement room window – Jim suggests installing ¼” mesh to protect all of the basement windows from damage from stones.
- Fire alarm drill
- Capital Bond bill
- “City Hall.” Signs – re above for the need of a bucket truck.
- Handrail on landing that was dismantled in order to gain access to the small roof and which has to be put back together – Campbell Construction

CHRC MEMBERSHIP

- Richard Luecke to be added to the email list.
- Craig has started to generate a list of people that he thinks might be interested in serving.

The meeting was adjourned at 11:15am.

Next meeting: Monday July 18th at 10:00 a.m.