

# City Hall Restoration Commission

## Summary of Meeting held on Monday, August 29<sup>th</sup> 2016

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Jan Bell, Craig Herrmann, Maggie Rosa, Deb Laurie & Richard Luecke

### CHRC MEMBERSHIP

- Richard Luecke's application for membership of CHRC has been approved by City Council.
- Maggie will contact Jim Hafey to request that if he can't attend the meeting can he end an alternate.

### Minutes

- Minutes of the August 15<sup>th</sup> meeting were unanimously approved upon corrections noted by Craig Herrmann. Craig made the motion to approve which was seconded by J.J.

### Signage

- Richard Luecke who is working with the City to generate some better signage for the glass doors at the entrances to City Hall and its interior offices presented some examples of the signage. One suggestion was to increase the font and image to the maximum possible.
- Craig raised the issue of required use of Braille on signs. He will distribute a link to the code requirements.

### Flood-lighting of City Hall

- Richard has been in contact with Nick Taormina. Nick is aware of the code requirements and after he receives information from a supplier will provide a proposal for the necessary work.
- Richard recommends the use of a timed dimmer.

### Electrical Requirements Of The Building

- As Jim wasn't present there was no update.

### Ventilation

- Craig contacted Bruce Deardon re the best location for the anemometer. Bruce recommended measuring the flow at the ventilator that is located on the South West elevation, namely at the Dale Ave/Warren St corner.
- Maggie asked Jim Hafey if the custodian could check out the wind speeds but as there was no response Richard volunteered to take the measurements
- J.J. noted that it would be a good idea to also measure the flow at the South West elevation (Pleasant and Warren Streets).
- Maggie notes that the windows in the auditorium do not have screens. It was agreed to wait until birds entering the auditorium became an issue.

### ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- Craig, Deb and Ryan Marks are working on generating the plans as requested by the Mass Historical Commission. Craig will take the 3D plans, as provided by McGinley, Kalsow & Associates, to produce CAD elevations. The drawing will be sent to Ryan and filed with MHC.
- Deb obtained approval from MHC to key the photos to the existing plan.
- Deb brought the Interdepartmental Agreement Between the Division of Community Development Department and the City Hall Restoration Commission and Department of Public Works which Maggie signed. Maggie will send a scanned version of the Agreement to the Commission members.

- Maggie will attend the August 29<sup>th</sup> meeting of the Gloucester Historical Commission to provide information to them. A public hearing is required as the project involves removal of some trees.

#### **Invoices**

- We are still waiting for the punch list items to be addressed before we sign off on the Application for Payment #5 from Elizabeth Contracting.

#### **ADA – Lift to the stage**

- The stage elevator railing is not needed by code. If this is not addressed by the contractor Richard will remove and dispose of the railing.
- Steve Dexter has been in touch with The Curtain Shop (Richard Strauss) who will install the new shades/blinds and invoice us.
- Craig noted that Steve Pardee had observed that bolts on the railing were inserted at a crooked angle. Photos will be sent to Doug Manley to ascertain the reason and determine if this issue can be fixed.

#### **North elevation doors**

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

#### **Suggested ideas for next 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.

#### **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
- 1<sup>st</sup> Monday tours of City Hall

The meeting was adjourned at 11:00.

**Next meeting: Monday September 12 at 10:00 a.m.**