

# City Hall Restoration Commission

## Summary of Meeting held on Monday, October 24<sup>th</sup> 2016

Location: Third Floor Conference Room, City Hall

Present: Steve Dexter, Mike Hale, Craig Herrmann, Deb Laurie, Richard Luecke, Maggie Rosa.

### Minutes

- Minutes from the October 10 meeting accepted.

### Meeting Location

- Meetings cannot be held at DPW due to accessibility issues.

### DPW Representation

- Mike suggested that Curtis ? attend our meetings

### ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- The parking plan crafted by Craig and refined by Ryan Marques is acceptable to the GHC members who participated in the review and will be discussed at the GHC meeting tonight.
- The plan will be sent to McGinley, Kalsow & Associates for their input.
- Mike Hale recommended that the final plan be sent to the City Council.
- Prior to any presentation to City Council, Craig will generate an elevation plan. Jay Jerome (?) to also provide input.
- With respect to the landscaping, the ideas of memory trees (Steve Dexter) and a wall (Mike Hale) along the ramp were raised and discussed and await the elevation plan or later stages of the parking construction to have been completed.

### Flood-lighting of City Hall

- There was an early morning meeting between Richard, Nick Taormina and himself to discuss the lighting issues. Two options were discussed: one has a Kelvin rating of 5100k with a width of 76 degrees and the second with a 37 degree width and 3000k Kelvin rating. The cost of the latter is approximately \$3410 for doing both the Post Office and Library sides of City Hall. Richard pointed out that the first option is not in compliance with City Ordinances. Steve will bring this issue before the Cape Ann Savings Bank Board at their next meeting with Richard's recommendation to go with the second option.

### Electrical Requirements Of The Building

- IT department is the driver of the electrical upgrades which have evolved to include security upgrades and keyless entry systems. Mike is not able to provide more information. We noted that completion of the 2012 restoration project cannot be signed off by the Building Inspector due to the lack of information as to being able to provide power for the automatic door openers.

### Ventilation

- The plan will be reviewed by Mike
- Power needs may make this project unfeasible as this stage.
- The latest proposal from CAC (Bruce Deardon) which includes the following:
  - Re: Gravity ventilation system for the 2<sup>nd</sup> floor assembly hall. (Not including the rear of the stage area).
  - Install three (3) sheet metal plenums in on the existing cast iron grilles located in the ceiling. These plenums will be inside the wooden boxed area over each grille.
  - Install a 24" diameter sheet metal round exhaust duct from inside the existing plenum room into the existing wooden duct that runs out to one (1) of the towers.
  - Run the 24" diameter sheet metal round exhaust duct up into the tower to the louvers at the top. Install a 24" round sheet metal tee on the top to allow air to be distributed out of the louvers.
  - Install a fire damper in each of the three plenums just above the grille.
  - Install duct smoke detectors in each of the three (3) plenums. Wiring not included.
  - This quote does not include any electrical wiring.
  - All wood removal or repair is to be by others.
  - This system should provide gravity air change in the Assembly hall.
  - This is a single duct vent connected to (3) three ceiling grilles for gravity ventilation into one (1)

tower.

- Install a 24” diameter wind turbine on top of the exhaust duct in the tower where the louvers are located. Based on wind velocity readings from city personnel.

**The amount of this quote is (\$36,700.00) Thirty Six Thousand Seven Dollars. Add \$856.00.00 MA. Tax if applicable.**

#### **ADA – Lift to the stage**

- Richard removed the railing; DPW will fill in the holes. Maggie will seek information on the stain color for the floor.
- The Curtain Shop is working on the shades, which might cost somewhat less than the original proposal as the material for the shades has changed. They will be asked to delay the installation until after the November 8 election as Early Voting is being held in the auditorium

#### **Hatchway to the Bell Level**

- Richard will be making repairs to the hatchway so that it is more stable.

#### **Lighting of the clock faces.**

- Done

#### **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 – Deb ascertained that there is \$15,000 for City Hall maintenance in the FY 17 budget.
  - 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 –Jim Hafey wrote to Maggie saying that Fred has it on his “to do” list
  - 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

The meeting was adjourned at 11:00 a.m.

**Next meeting will be on Monday November 7 at 10:00 a.m.**