

# City Hall Restoration Commission

## Summary of Meeting held on Monday, November 13<sup>th</sup> 2017

Location: Third Floor Conference Room

Present: J.J. Bell, Steve Dexter, Richard Luecke, Maggie Rosa

### Minutes

- Steve Dexter made the motion that the Minutes from the October 30 meeting should be approved. Richard Luecke seconded the motion. Unanimously approved.

### ADA Parking

- J.J. will follow up re the status on the installation of irrigation system.
- Maggie was informed by J&L Welding that the installation of the railing will be done this week.
- Richard has been scraping some of the railings but will wait until the spring to continue the work of scraping and repainting.

### Tower Interior Restoration Project

- We have received an estimate of \$27,985 for the base bid with estimates of \$14,025 for Alternate 1 – add wood soffit and wainscoting and \$5,075 for Alternate 2 – for new plaster to be textured.
- The maintenance fund balance is \$25,920
- Closing date is November 15 at 11:30 a.m. Donna Compton informed J.J. that no one attended the e pre-bid meeting on November 1 at 9:30 a.m.

### Handicapped Signs for Parking

- Another sign is needed to replace the existing sign at the Warren Street entrance to City Hall, which includes ADA parking. Steve Dexter to follow up with DPW.

### Free Cash

- Last week the City announced that under the city's free cash policy \$1.2 million is to be set aside for the city's capital fund, with \$600,000 earmarked for building maintenance stabilization and another \$300,000 pegged for the general stabilization fund. The Commission will seek to have a meeting with Jim Destino to ascertain an update on the electrical, fire and sprinkler systems. Richard will draft a letter this week outlining the Commission's priorities.

### Winterization of the ventilation system

- Maggie will contact Bruce Dearden to ascertain what is needed to winterize the system.

### Maintenance

- Work includes:
  - We noted that one of the handles on one of the auditorium windows (Pleasant Street side) has become disconnected from the frame.
  - Stairwell lighting.
  - On the North Elevation the light fixture should be replaced one that is more appropriate and fully shielded.
    - Jim has appropriate lighting that can be installed. Has gone onto the electrician's to-do list.
  - Granite work
    - Warren Street entryway granite steps are in need of repointing
    - Northeast corner – tar removal
  - The wooden "City Hall." signs on the Warren Street and Dale Avenue entryways are deteriorating and are in need of restoration. Jim is aware of this and is thinking about he could access these signs (he needs a bucket truck for this type of work)
- Bird deterrent spikes or netting is required at the Dale Avenue entryway.
- Richard will paint the column at the Warren Street entrance that is showing signs of paint chipping.
- Maggie will follow up with Jeannine Harris to discuss how we can get the stairwell and north elevation lighting projects done, as well as the parking sign.
- Auditorium sound system is terrible according to people attending the Cape Ann Forum on Saturday evening. Jan to contact James Pope about this issue
- Jim Hafey and Curtis have discussed the condition of the ground level tiling and are likely to arrange for a test cut to ascertain what lies beneath – gorgeous wood flooring or asbestos.
- During the Sails and Trails event we noted that, in the attic plenum, there is a grounding cable that has been chafed.

### New Business

- Maggie reviewed the Historic Preservation and Sustainability symposium that she attended.

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

**Next meeting will be on Monday November 20 at 10:00a.m.**