



MEETING NOTES

To
Jill Cahill – Director of Community Development, City of Gloucester

From
Kartik Shah and Steve Cecil – Harriman

Date
January 16, 2019

Project
18485- City of Gloucester Support Center and Office Renovation

Subject
Design Development Meeting

Attendees

Steve Cecil – Principal, Harriman (SC)
Kartik Shah – Project Manager, Harriman (KS)

Building Committee

Jill Cahill - Project Manager, Director of Community Development, City of Gloucester
Thomas Ciarametaro Jr.- Gloucester Harbormaster (TJ)
Tony Gross, Chair - Waterways Board (TG)
Bill Sanborn, Inspector of Buildings - City of Gloucester (WS)
Joe Caruso, (JC2) – Gloucester Resident
Kenneth Lento, National Grid (KL)
John Ellis, Weston Sampson – General Manager (JE)

Not Present

Michael Hale, Director of Public Works, City of Gloucester (MH)

A. Progress/Schedule

- Harriman presented project budget and walked through the project deduction items.

B. Discussion

- The flagpole is to remain.
- Main operable partition is to remain.
- Electrical/Mechanical/Plumbing savings not included in cost savings, with the exception of trenching.

C. Electrical-

- The committee asked if need to provide a cabinet for electrical panel in the Community Room. Harriman conveyed that we may need to update the panel in the Community Room based on the lower level of the incoming feeders and the requirement to move the current splicing out of the flood plain height of 15 inches.
- The committee asked if we are planning to maintain the electrical panels at the current location. Harriman conveyed that If we are required to upgrade the service, the meter

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may need to be changed. Harriman team also mentioned that to bring the budget under control, the design team is trying to maintain the existing subpanels at its location including subpanel near the Workshop area.

- Harriman to develop electrical next step to understand the feasibility of bringing in new service and follow up with National Grid to investigate the current location of the incoming service from the transformer, type of conduit and the adequacy level of the incoming feeder.
- KL expressed that some cost associated with changing the service may be required, which may be charged to the customer/tenant.
- Harriman to reduce light fixture allocation.

D. Overall Building Systems

- Harriman is trying to use a simple system for mechanical, electrical and HVAC.
- Since this building is leased, this facility is not included in a City's baseline energy calculation.
- Renovation of this facility will be an improvement of current systems, but it will not be a LEED certified building.
- Harriman to coordinate with the City for the meeting for IT and security card access

E. HVAC System

- HVAC single directional system – (No heat and cooling system together) is ok with the city.
- The committee asked that HVAC system should be as simple as possible.

F. Water Supply and Plumbing

- Plumbing, tank type toilets are okay for the restrooms except for the public toilets. Public toilets will have wall hung toilets
- Bladder tank location is near the Community Room.
- Bladder tank will be utilized for the entire building.
- Current incoming water supply pipe is 3/4" and is inadequate. The committee asked what the City can do to get the 2" water supply pipe right now.
- DPW can provide the 2" service at the later date, but environmental concerns related to trenching remain.
- The committee asked who will be responsible for providing the water service to the building. KL conveyed that based on the lease, any kind of upgrade to the building is the Tenant's responsibility.
- If water line breaks, it will still be the City's responsibility due to NNN lease.
- The 3/4" water supply line information is based on the drawings provided by the National Grid. (The water meter was checked post meeting and it was confirmed 3/4" water supply pipe.)
- City's records are sparse for water supply information.
- Dual on demand water heater system is okay.

G. Budget

- HVAC, plumbing and water supply savings are not factored into current savings.



- Pre-schematic design cost estimate done in April 2018 did not include the cost escalation of bidding and construction start in 2019.
- Exterior trenching for electrical has already been factored in cost savings.
- Harriman shared the plan changes related to keeping the internal electrical closet near the Workshop area which may generate some cost savings.
- Flagpole can be incorporated with fundraising efforts within the community.
- Furniture can be bought separately if it's not in the contract and it offers the City more flexibility. The committee is concerned that if the furniture is excluded now it may be delayed and may never be acquired. Used furniture can be an option.
- There is \$35K budget for furniture and it is possible to bring the budget back to furniture Harriman will add it.
- Skylight, canopy and landscaping are removed from the design to save costs.
- Appliances and base cabinets are removed from the design to save costs.
- Community Department and Waterways Board will work together to find additional funding for an increased budget.

H. Plan Discussion

- Janitor's sink to be shown and incorporated on the visiting boater side.
- No passage between HM side and visiting boater side is ok.
- Workshop sink will have a sink attached eye wash.
- Slop sink is not required in the workshop. Dual sink is ok.
- Harbormaster is in charge of the Visiting Boater Center.
- The accordion partition door between the Community Room and the Visiting Boater side should be re-introduced as it will be essential to the future use of the site. Harriman to check if less expensive option and make sure it is functional.
- Key access inside Visiting Boater Center door will also have an access code.
- The Discover Gloucester staff member will keep the main door open when they enter the facility in the morning.
- Discussion with IT Director and Facilities Director will help resolve access requirements.
- Exterior wall openings.
- Smaller wash basin in the Harbormaster office toilet on the first floor is okay.
- Harriman to show plumbing wall in public toilet.
- Removal of door in the Harbormaster office kitchenette is okay.
- Toilet and workshop will have GWB ceiling.
- The committee asked if we require a ceiling in the workshop. Harriman conveyed that Workshop can't be open to structure and 1- Hour rating might be advisable under the wood structure.
- Harriman to share material palette at the next meeting.
- Community Space will require some furniture for tables and chairs.
- Benches in workshop.
- Important things: furniture and operable workshop.



- Layout change with maintaining the existing electrical closet and the removal of the kitchen door are okay.
 - Week after Labor Day as construction start.
 - Completion date of March 2020.
 - Ready by Memorial Day 2020.
- I. Next Meeting
- Last week of February.

If written notice is not received within two weeks of receipt, the above meeting notes represent an accurate summary of the meeting and its conclusions.