



**City of Gloucester**  
**Capital Improvements Advisory Board**  
**Meeting Minutes**  
**March 26, 2019 – 5:00 PM**  
**City Hall - Third Floor Conference Room**

5:05 PM Meeting was called to order by CAO Jim Destino

Roll Call and Introductions of Members and attendees present was taken

Present were: Jim Destino, CAO, John Dunn, CFO, Jill Cahill, Community Development Director, Paul Romary, Ted Costa, Joe Orlando, Leonard Gyllenhaal, Jason Hakes, Joel Favazza.

Mayor Sefatia Romeo Theken appointed Ted Costa as Chairman of the CIAB.

Election of Officers:

An election of Officers took place. A nomination of Joel Favazza was made and seconded and a unanimous vote cast for Joel Favazza to be Vice Chairman of the CIAB.

**Facilities Capital Plan Overview:**

The committee was given an overview summary of the City of Gloucester Funded Master Plan / Facilities Plan. This \$360,000.00 plan encompasses in detail all of the city owned buildings and capital needs associated with each building. The committee was informed that Ms. Cahill will be undertaking the prioritizing of the list of buildings. The scope of the plan looks at needs that are considered new items or necessary improvements with a longevity of twenty years. The exception being underground infrastructure which can have a life expectancy of thirty years.

Department of Public Works Director Mike Hale will have the oversight for all of the vertical items or buildings included in the Master Plan. Jim Destino explained that the city seeks to allocate approximately \$4,000,000.00 each year for the next six years for capital improvements. Jim Destino informed the committee that there are four (4) buildings at the top of the list. These buildings are:

**Gloucester Police Headquarters / Gloucester District Court**

Building needs a window replacement and air conditioning system

**City Hall**

Electrical system upgrade and fire suppression and detection system

**Gloucester High School Field House**

Floor replacement

**Gloucester Visitors Center**

Deck and roof replacement

The committee should look at all projects with an open mind and be creative. If there is a more economical way to address items in the report the administration would like to hear them.

The committee should receive the complete Master Plan, or a link to access the plan as soon as Community Development Director Jill Cahill completes the prioritization task. The committee was advised that the first \$4 million is earmarked for FY20. Members of the city staff will be available to the CIAB through the CAO and tours of facilities will be available to the members of the CIAB by going through Director Cahill and / or Director Hale.

It was agreed that the committee would meet again in late April or early May after receiving the plan and having some time to review the document.

Meeting adjourned 6:00 PM