

City Hall Annex
Three Pond Road
Gloucester, MA 01930



CITY OF GLOUCESTER
Community Development Department

Harbormaster's Office Building Committee
Gloucester Harbormaster's Office and Visiting Boater Center Location:

[28 Poplar Street Gloucester MA](#)

December 23, 2019 – 2:30Pm to 4Pm

Draft MINUTES

Attending: Bill Sanborn, Jill Cahill, TJ Ciarametaro, Mike Hale, Scott Lubker and Ken Lento, and John Ellis.

- Approval of October 29th, and November 18th, minutes
Motion by Mike Hale
2nd: TJ Ciarametaro
Vote- approved unanimously
- Scot.t (OPM), gave a building status update
 - Discovery of double slab
 - Water in the building is primary concern - 2 important fixes
 - Roof - timing is important and replacing the rubber roof and flashing, Mike sending Phil to look at it
 - Holes in wall - DPW sending mason down to meet with Scott, Monday at 12pm
 - Exterior water and sewer work is done - 2" pipe coming in
- Discussion of 3 potential change orders
 - Exterior wall - reframing of and insulation on all exterior walls
 - Mike suggests "not to exceed" on time and materials
 - Steel framing for potential addition of the retractable door
 - Insulation - discussion about the insulation and how to address moisture issues
- Motion by Mike Hale to approve all 3 change orders, TJ - unanimously approved
2nd: TJ Ciarametaro
Vote- approved unanimously

- Electrical Code update from Bill - Conference room needs an outlet in the floor per code - how does the code comply with flood issues, could be on a pedestal and a separate conduit for video - CMS will do some research for more information
- Double check that facilities access is the same as the rest of the city - per James, Judy from Harriman is checking
- National Grid Work order for electrical service - where does it stand, Scott will get work order number, need a schedule
- Fire alarm - DPW electrician to look at, needs to be brought up to code, wants us to look at it to define the scope or AVCO can brought on to do it since they already own the devices, current wiring is out of code - discussion of who owns it, does electrician own it, review plan to see specifics, meet with the electrical inspector - start with City electrician and JD and have AVCO submit a drawing to show his areas of concern

Motion to adjourn: TJ
2nd; Tony Gross

Meeting adjourned

Next meeting, January 27, 2020