



**MEETING NUMBER 26 MINUTES**

**Project:** Gloucester City Hall Exterior Restoration  
Gloucester, MA

**Date of Meeting:** October 9, 2012

**Attendees:** Maggie Rosa, J.J. Bell, Bill Sanborn, Steve Dexter, Deb Laurie – City Hall Restoration Commission

David Campbell - Campbell Construction Group

Doug Manley – MK&A

**Distribution:** Restoration Commission, Campbell Construction

**Meeting Summary**

Item	Date	Subject	Responsibility
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Old Business

13.3	4/2/12	<p><b>Update on CDBG grant application</b></p> <ul style="list-style-type: none"> <li>Commission had applied for grant funding for auto door operators and toilet room renovations that are required for MAAB compliance.</li> <li>The scheduled date for announcements is April 6.</li> </ul>	
	4/23/12	Grants were awarded through CDGB for rest room renovations (\$26,000) and for auto door operators (\$19,000). MHC needs to be brought up to date on the proposed additional work, for their review.	
	6/18/12	Update: Information package was sent to MHC for their review on 6/14. Funds will be available as of 7/1/12. Bidding package will be the responsibility of DPW / Purchasing.	
	7/16/12	Update: MK&A received a letter of review from MHC approving the proposed MAAB work. The Commission will schedule a meeting with Jim Hafey to discuss schedule for proceeding with the MAAB work.	
	7/30/12	Update: The Commission will schedule a meeting on 8/6/12 to review status with Jim Hafey.	

	8/13/12	Update: Deb Laurie reported that CDGB funds should be used by July 1, 2013. Commission will approach Jim Duggan to see if there is support to apply for additional funds for MAAB work. Jim Hafey reported that work on MAAB items can't begin until his forces are freed up after Labor Day.	
	8/27/12	Update: Commission will follow up to see if Mike Hale has had a discussion with Jim Duggan re: funding of the MAAB work.	
	9/10/12	Update: DPW has started doing some of the MAAB items, and will continue work.	
	10/09/12	<b>Update: Work has been progressing on thresholds; carpentry work of revisions to the transaction counter, and hardware will be done soon. Deb Laurie and Jim Hafey will get together on the purchase order process involved for Jim to access the CDGB funds for toilet rooms, auto operators, etc.</b>	

13.8	4/2/12	<p><b>Clock faces, weathervane</b></p> <ul style="list-style-type: none"> <li>• Campbell has the replacement clock faces in hand, and will install them when staging is up.</li> <li>• Campbell recommended that the best way to repair the weathervane would be as a separate project, lifting the craftsman to the weathervane via a crane. Estimate for this work is about \$3500. Commission will look into funding and procurement options.</li> </ul>	
	4/23/12	Update: M.Rosa researched and found that the weathervane repair work can be procured via "sound business practice" since the estimated cost is less than \$5000. Funding for this work will be through City Hall Restoration Funds, and not CPA funds. Commission would like to contract separately with Campbell Construction for the work. D. Campbell will try to coordinate the repair at a time when there will be a crane on site to lift other materials.	
	6/18/12	Update: No time frame is definitely scheduled yet, but Campbell may have a crane on site to lift roof cresting to the ventilators. Bill Sanborn cautioned that crane use will have to be carefully budgeted and monitored, as some of its time will be for phase 1 work, some for phase 2 work, and some for additional separate contract work.	
	7/2/12	Campbell will investigate the cost of the upcharge for the use of a crane capable of reaching the weathervane, versus the cost for	

		<p>a smaller crane that they would use for installing roof cresting at ventilators, and lifting clock faces. In the meantime, Craig Herrmann will inquire about possible use of the crane currently employed at the Gorton's site.</p>	
	7/16/12	<p>Update: Craig has gotten agreement from the contractor at Gorton's to have their crane available for the weathervane repair, when Gorton's work is done (hopefully in September). Campbell will do the weathervane repair. Commission will work to provide promotion and recognition of Gorton's and their contractor.</p>	
	7/30/12	<p>Update: Ventilator cresting will be back from the galvanizer in a couple of weeks, and Campbell will schedule replacement of clock faces at the same time that cresting is installed.</p>	
	9/10/12	<p>Update: Campbell intends to reglaze all 4 sash from the cupola level, and new glass has been installed at clock faces. Electric Time Company will come to the site to re-install the hands, and provide a piece at the hand shafts to prevent future breakage.</p> <p>Weathervane: Commission will ask David Stotzer to try to photograph the weathervane in its current condition. Commission will reach out to the original fabricator of the weathervane, to see if there are ideas for its repair. Goal is to have as much planning in place as possible prior to the repair day, when the crane will be onsite.</p>	
	9/24/12	<p>Update: The replacement clock faces are installed, and Campbell is coordinating with Electric Time to get a bushing for the hand shaft penetration.</p> <p>Update: current plan for the weathervane is to bring it to the ground via the Gorton's crane. Campbell Construction will conduct repairs and then it will be reinstalled, all during one day. Date not yet established.</p>	Campbell
	10/09/12	<p><b>Update: waiting to confirm the date when the Gorton's crane will be available for the weathervane repair.</b></p>	

19.2	7/2/12	<p><b>South Flagpole</b></p> <p>Campbell's installation of a flag at the south staging has been noticed from the harbor, and it illustrates what nice features the flagpole and balustrade were on the original building. MK&amp;A will look at resurrecting their earlier sketches of the flagpole and balustrade, and Campbell will give some budget pricing, as these</p>	
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		<p>features may be interesting as stand alone donations to the building. A short window of opportunity exists, as there is currently good access available to the work.</p> <p>7/16/12 Update: Campbell will look into pricing. Commission stressed that this work would only be done if funded separately, and not with any contingency funds.</p> <p>7/30/12 Update: Campbell provided pricing. \$70,244 for flagpole and balustrade. Flagpole only would cost about \$12,000. Commission will look into finding a separate funding source for flagpole.</p> <p>8/27/12 MKA is working on details for attachment, and has been talking to a supplier, with the goal to identifying an accurate cost for the flagpole and its installation.</p> <p>9/10/12 Update: MKA has identified a supplier, and gotten a quote for flag and pole only. MKA will continue to define scope of hatch work, lighting, and pole attachment, so that Campbell can provide complete pricing.</p> <p>9/24/12 Update: MKA provided detail sketches of the required structural reinforcement to the building. Campbell will provide an updated cost proposal. MKA has a proposal for \$1750 for lighting design, and an estimate of \$5000 for lighting fixture cost from Ripman Lighting Design. Commission will review and advise re lighting design</p> <p>10/09/12 <b>Update: Campbell has proposed that flagpole, structural reinforcement, and installation will cost \$18,618. J.J. Bell will inquire whether addition funds can be raised. If so, this work would be done as a change order to the current contract, but funded from a different source. City Council would need to vote acceptance of the gift. Campbell will look at the possibility of extending the rental of staging on the South elevation. MKA will talk with Delande Lighting about fixture options, as lighting is not included in the Campbell proposal.</b></p>	
21.5	7/30/12	<p><b>Surplus Slate</b> Campbell will turn over some salvage slate for attic storage for future repairs.</p>	<p>Commission Campbell MKA</p> <p>Campbell</p>
22.4	8/13/12	<p><b>Pointing of Sandstone Band Course</b> MKA recommends pointing of the head joints of the projecting sandstone band course, while staging is in place, if funding will allow. Commission asked MKA to prepare a cost proposal request for this work.</p>	

		Update: Campbell will provide a cost proposal. MKA to review a temporary repair to address displacement cracks at Auditorium window heads.	
	10/09/12	<b>Update: Commission voted to approve a change order for \$27,084.00 for pointing head joints in the sandstone band course</b>	<b>Campbell</b>

25.3	9/24/12	<b>Final tune-up of bell and clock</b> The Commission will arrange to have a final tune-up of the clock and bell at the end of the project.	
	10/09/12	<b>Update: clock hands are all reinstalled, and this tune-up can be scheduled at any time now</b>	<b>Commission</b>

**NEW BUSINESS**

26.1	10/09/12	<b>Progress Report</b> Staging is being dismantled from the tower and ventilator structures. Roof areas that are now accessible will be repaired. Staging will stay in place up to the eave line, so that the gutter covers, snowrail, and band course work can be done. Work is progressing on the portico repairs. Window sash restoration is in progress at the WW Woodworks shop. Storm windows are ordered.	
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26.2	10/09/12	<b>Approval of Invoices</b> Commission voted to approve the most recent invoice from MK&A.	
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26.3	10/09/12	<b>Site Visit from Town of Essex</b> A group from the Town of Essex, who is looking at restoring the Essex Town Hall, will tour the City Hall project with Campbell on 10/10.	
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26.4	10/09/12	<b>Revised Chimney Repair Details</b> The Commission voted to approve a change order for \$6,660 for repairs to rotted and cracked truss and joists at the chimney, and for additional rebuild required to reinforce the portion of chimney above the roof.	
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<b>26.5</b>	<b>10/09/12</b>	<b>Additional Scope to be Funded from Contingency</b> <b>MKA will provide a summary of project costs-to-date and recommend a use for the balance of the unspent contingency</b>	<b>MKA</b>
<b>25.6</b>	<b>10/09/12</b>	<b>Next Meeting</b> The next meeting will be held at 10:00 a.m. on Monday, October 22, 2012.	

**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.