



MEETING NUMBER 29 MINUTES

Project: Gloucester City Hall Exterior Restoration
Gloucester, MA

Date of Meeting: November 19, 2012

Attendees: Maggie Rosa, J.J. Bell, Jim Hafey, Steve Dexter, Deb Laurie, Craig Herrmann, –
City Hall Restoration Commission

Greg 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>Update on CDBG grant application</p> <ul style="list-style-type: none"> Commission had applied for grant funding for auto door operators and toilet room renovations that are required for MAAB compliance. The scheduled date for announcements is April 6. 	
	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	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.	
	11/19/12	Work is still in progress. MKA provided sketches for exterior railings that would be required per the MAAB agreement. Jim Hafey will get pricing information. Deb Laurie and Jim Hafey continuing to look at allocation of the grant funds and procurement.	
21.5	7/30/12	Surplus Slate Campbell will turn over some salvage slate for attic storage for future repairs.	Campbell
27.2	10/22/12	Additional Scope to be Funded from Contingency Attendees discussed the current contingency status, and voted to move forward with Alternate 5 repair of 1 st floor windows, and Alternate 7 replacement of lower level windows on the east side. Any remaining contingency after that will be used for additional individual window repairs, as far as budget allows.	
	11/19/12	Update: Cost proposal for these items is still needed from Campbell.	
27.3	10/22/12	Presentation to City Council Commission will give a status update to City Council on December 11.	

NEW BUSINESS

29.1	11/19/12	Progress Report Staging is in the process of being removed for all of the building. Portico roof and gutter work is being installed. Balustrade parts for portico roofs, and restored window sash arrived at the site today, and installation will start this week. Work is progressing on the portico repairs. Storm windows are ordered. Sandstone band course still needs to be done. Mortar samples were installed today.	
29.2	11/19/12	Downspout near Assessor's Office There was leaking in the Assessor's Office due to a disconnected downspout. Campbell will reinstall immediately.	
29.3	11/19/12	Next Meeting The next meeting will be held at 10:00 a.m. on Monday, December 3, 2012.	

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