



**MEETING NUMBER 30 MINUTES**

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

**Date of Meeting:** December 12, 2012

**Attendees:** Maggie Rosa, J.J. Bell, Steve Dexter - City Hall Restoration Commission  
David Campbell - Campbell Construction Group  
Wendall Kalsow, Doug Manley – MK&A

**Distribution:** Restoration Commission, Campbell Construction

**Meeting Summary**

Item	Date	Subject	Responsibility
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	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.	
	12/03/12	<b>MKA recommended that the exterior handrails be color galvanized with a shop applied color finish done by the galvanizer.</b>	

21.5	7/30/12	<b>Surplus Slate Campbell will turn over some salvage slate for attic storage for future repairs.</b>	<b>Campbell</b>
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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 <sup>st</sup> 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.	
	12/03/12	<b>Campbell will provide a cost proposal once the mock-up is completed, and a more definite determination of cost can be made.</b>	

27.3	10/22/12	<b>Presentation to City Council</b> Commission will give a status update to City Council on December 11.	
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**NEW BUSINESS**

30.1	12/03/12	<b>Progress Report</b> Staging still is in the process of being removed for all of the building. Portico balustrades and roof work continues. Storm windows are ordered. Sandstone band course will be done from a lift, once the building staging is removed. Restored cupola sash are on site, and will be installed in the next week or so. Lightning protection and downspouts be installed soon.	
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30.2	12/03/12	<b>Access to the attic/tower</b> Maggie and Steve Dexter were advised not to allow public access to the tower as part of the Middle Street Walk. Commission will look into securing the door to attic access.	Commis -sion
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30.3	12/03/12	<b>Tears in the Bird Netting</b> MKA reported that the bird netting on the east side of belfry was torn. Campbell to investigate.	Camp bell
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30.4	12/03/12	<b>Portico gutters</b> MKA and Campbell reviewed details at the new portico gutters. Campbell will revise to add a front edge stiffener bar and hanger straps.	Camp bell
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30.5	12/03/12	<b>MKA Invoice</b> Attendees from the Commission moved to approve the most recent MKA invoice, but there was not a quorum present to approve	Commis -sion
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30.6	12/03/12	<b>Next Meeting</b> The next meeting will be held at 10:00 a.m. on Monday, December 17, 2012.	
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**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.