

City Hall Restoration Commission /City Hall Phase II Restoration Building Committee

Summary of Meeting held on Monday, July 13th, 2015

Location: 3rd Floor Conference Room, City Hall

Present: J.J. Bell, Jan Bell, Steve Dexter, Jim Hafey, Craig Herrmann, Steve Pardee Maggie Rosa, Bill Sanborn, Jim Destino, Deb Laurie

Minutes of meeting held on July 6

- The minutes were all approved unanimously.

Discussion with CAO

- Status of the loan order request of \$1.35 million for upgrading the IT requirements now includes the electrical system recommendations based on the report we sponsored.
- Jim agreed that the \$25,000 for maintenance be used for the purposes of maintaining the exterior work that has been done in the past few years.
- Bill Sanborn noted that the fire alarm and sprinkler system while not in the budget has the potential for piggy-backing on the IT improvements

ADA – Lift to the stage

- Elizabeth Construction is scheduled to return the signed contract on July 14, and the Garaventa lift rep plans to measure on Thursday July 16th. Doug Manley talked with Elizabeth Construction about a project kick-off meeting with the Building Committee, and this will be on August 3rd.

Ceiling

- The Boston Foundation (Bruce J. Anderson Foundation) has awarded the City \$8000 for repairs to the ceiling outside the auditorium. Acceptance of this grant will be in on the City Council agenda for Tuesday July 14 to be referred to B&F.
- Maggie gave Craig the plans that Bob Mitnik drew up. Three plasterers will be contacted by Craig (Primo Plasterers, John Argentino and Craig Moore (978-836-0225).
- Additional lighting to be included in the project.
- The amount of funds in the City Hall Restoration Account: \$20,515.18 with an encumbrance of \$3,309.61, leaving \$17,205.57 uncommitted.

Punch list items

- Bill has interacted with the elevator company and obtained a rough estimate of \$2,000 - 3000 to retrofit the elevator. This will be followed up on.
- Items include storm windows (Campbell) – still waiting for these to be installed –
- The automatic door openers – the electric service needed to be upgraded to allow these to function. Subsequent to the meeting Maggie saw Jim Hafey and the City electrician. They are waiting on a replacement door closure and are investigating the automatic door opener at the ADA entrance. Apparently, the circuit board is old and while the electrician is able to fix it the fix is only temporary. NO update.
- The North exit must become exit only. This was discussed and it was decided that signage is also required at the base of the stairs.
- The issue re the surrounds for the window air conditioning units – units scheduled to be installed on Tuesday July 14
- It was agreed that the punch list items would be have been satisfactorily dealt with by August 3

Maintenance

- No update on the **lights in the tower** for the clock face are not working. Steve is working with National Grid to get them to reinstall the exterior lights for City Hall, missing because National Grid removed the pole.
- Staircase lighting is in process
- The boiler room window has a crack in it.
- We need to follow up with Campbell re the cracked clock faces.
- Docket the deadline for submitting FY17 budget request.

Planter

- Steve Dexter brought the planter to the meeting. He has the brackets and Bill Sanborn will coordinate the installation.
- Donna to asked about the plantings.

Fundraising

- We will continue to hope and nudge for release of the Capital Bond Bill funds
- Banana's event – Jan has been speaking with a lot of people who are willing to help on the event committee which is scheduled for Spring 2016.

Fire Department

- We will approach the Fire Chief to request that his department perform a mock fire emergency drill on City Hall.

Cell Tower

- We will approach the Administration to ascertain the feasibility of installing cell towers in the City Hall.

Next Meeting: August 3 at 10:00a.m.