

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

Summary of Meeting held on Monday, August 3rd 2015

Location: Kyrouz Auditorium, City Hall

Present: J.J. Bell, Jim Hafey, Craig Herrmann, Steve Pardee Maggie Rosa, Bill Sanborn, Paul Tuleja (Elizabeth Contracting) and Doug Manley (McKinley Kalsow & Associates)

Absent: Jan Bell, Steve Dexter,

Minutes of meeting held on July 13

- The minutes were all approved unanimously.

ADA – Lift to the stage

- Elizabeth Construction expects a schedule from the lift supplier (Garaventa) later this week, then will be able to provide a more detailed schedule.
- The schedule approach will be for Elizabeth Construction (EC) to construct a temporary partition to separate the work from the auditorium. EC will make the framing and stage modifications, then Garaventa will take final field measurements and complete the shop drawings EC estimates three weeks for fabrication of the lift, beginning with the approved shop drawings. Project should take about two months overall.
- Contractor's Use of Site
 - Parking - Contractor can use on-site spaces at the NE corner of the site, if they are available at the beginning of the day.
 - Contractor will be able to work when the auditorium is not in use. Contractor should see Chris Pantano in the Mayor's office for an updated schedule of auditorium use.
 - Contractor can access work when the building is unlocked, which is typically 7:00am to 10 p.m. EC would like to work 10-12 hour days.
 - No cutting, welding or hot work is anticipated for the project.
- Building Permit
 - Bill Sanborn will need permit application with all required signatures, a half-sized set of drawings (electronic signature and stamp is OK), electronic files of drawings, review letter from MHC, design affidavits and controlled construction affidavits from the architect.
- Work by the City
 - Jim Hafey will have items removed from the backstage room and from under the stage.

ADA – Lift to the stage

- Jim Hafey will have the door operators installed, but at some locations there is currently no electrical power available. Electricity may not be able to be installed until the overall electrical and IT projects are funded and money in place.
- Jim Hafey will remove the exterior hardware at the North entrance and install directional signage.
- The City Engineer will be asked by Bill Sanborn to look at the schematic design of options for on-site accessible parking.
- MKA will distribute the plan that indicated which doors require operators.

Campbell Construction Contract

- The Building Committee voted to approve the final payment of the contract (\$1500) now that the third floor storm has been installed.

Status of Loan Order

- J.J. appeared before the B&F subcommittee. Need to check on the status.

Ceiling

- As Craig was not in attendance there was no update.
- Maggie to follow up with Craig,
- 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.

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

- Completed

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 17 at 10:00a.m.