

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

Summary of Meeting held on Monday, August 31, 2015

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Steve Dexter, Steve Pardee, Maggie Rosa, Deb Laurie

Absent: Jan Bell, Jim Hafey, Craig Herrmann, Bill Sanborn

Minutes of meeting held on August 17th

- The minutes were all approved unanimously.

ADA – Lift to the stage

- The schedule for the project, expected one week ago, has not been received. J.J. to follow up. **Schedule is expected this week. J.J. will nudge the contractor after Labor Day if no information has been forthcoming.**
- 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 – **no update**
 - 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 – **No update**
 - 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 – **No update**
 - Jim Hafey will have items removed from the backstage room (voting machines will be dealt with this week) and from under the stage.

ADA –Other items - No Update

- Electricity may not be able to be installed until the overall electrical and IT projects are funded and money in place. Jim is waiting for New England Door Services to return to City Hall to work on the automatic door openers.
- Jim Hafey removed the exterior hardware at the North entrance and will 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. NO UPDATE

Ceiling

- Craig has provided the Commission with a plan for the ceiling work. Needs the feedback from Jim Hafey and Bill Sanborn. Steve Pardee noted that we should make sure that any electrical wiring that might be required for the stairwell lighting be done concurrent with the ceiling.

Punch list items – No Update

- 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. No Update

Maintenance

- The flood lighting of the tower has been done. Needs to be adjusted with respect to the timing of the lighting.
- 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.

- Garden – Jim Hafey asked that he be kept informed when people cease the watering of the gardens outside City Hall, so that he can turn off the water and store the hoses.

Fundraising

- We will continue to hope and nudge for release of the Capital Bond Bill funds
- Banana’s event – Date is scheduled for April 23 and 24th. Jan has been speaking with a lot of people who are willing to help on the event committee. Sponsors are needed.

Fire Department

- A letter was sent to the Fire Chief (Destino was copied on it) to request that his department perform a mock fire emergency drill on City Hall. Need to follow up.

Invoice

- At the previous meeting Jim Hafey asked Doug to follow up with an invoice that the City has received from McGinley, Kalsow & Associates. No update. Need to follow up

Cell Tower

- Maggie contacted James Pope to ascertain what he knows about cell towers and the potential for one/more installed in City Hall. Table until next meeting when Maggie will share the email that she got from James.

New Business

- Three shades (2 in the auditorium and one in the third floor conference room) need to be fixed. Steve Dexter with contact The Curtain Shop.
- Attic venting system – there was a discussion regarding the potential for installing one or more exhaust fans in the attic to increase the air flow from the auditorium. One issue raised by Steve Dexter is the maintenance of any such equipment, given the DPW work load. The Commission investigated the attic and made sure that the ventilator towers were open. Some were, some weren’t. J.J. will ask Craig if he knows people who could advise us.
- Essex Town Hall is being restored at a cost of over \$4 million. As MKA is the architectural firm J.J. will ask Doug where Essex got the funds and also the size of the building.
- City Hall signage 1 – the CPA sign has been reinstalled and the words referring to the Mayor will be covered up until after a new Mayor has been sworn in.
- City Hall signage 2 – Steve Dexter raised the issue of repainting the signs that read “City Hall.”. He will follow up with Jim Hafey.

Next Meeting: September 14 at 10:00a.m.