

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

## Summary of Meeting held on Monday, August 17<sup>th</sup> 2015

Location: Third Floor Conference Room, City Hall

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

Absent: Jan Bell, Craig Herrmann, Steve Pardee, Bill Sanborn

## Minutes of meeting held on August 3<sup>rd</sup>

- 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.
- 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
  - 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

- 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
- MKA will distribute the plan that indicated which doors require operators. DONE.

### Campbell Construction Contract

- Deb Laurie has processed the final payment. \$500 remains in the account. Kenny Costa will be asked for an update of the account balances.
- Deb will deal with the contractor approval form.

### Status of Loan Order

- The Loan order was approved at the City Council meeting held on July 28.

**That the City of Gloucester appropriates One Million Three Hundred Fifty Thousand Dollars (\$1,350,000) to pay costs of computer hardware and software and switch equipment purchase and installation, building remodeling, and phone systems purchase and installation, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority.**

## **Ceiling**

- At its July 28 meeting the City Council approved acceptance of the Bruce J. Anderson grant of \$8000. Account Number 295071.10.472.58425.0000.00.000.00.058
- Craig is working on the plans.
- 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. No Update

## **Maintenance**

- Steve Dexter reported that the lighting of the exterior of City Hall will be performed by Spittle Electric (paid for by Cape Ann Savings Bank and/or Carroll Steele Insurance). Jim Hafey requested that Spittle Electric contact the City electrician before doing any work and that the City electrician be on site during the process.
- 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 24<sup>th</sup>. Jan has been speaking with a lot of people who are willing to help on the event committee. Sponsors are needed.

## **Fire Department**

- Jim Hafey asked that the CHRC draft a request letter that will be used to approach the Fire Chief to request that his department perform a mock fire emergency drill on City Hall.

## **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. Maggie will check with MKA.

## **Cell Tower**

- It was decided that Maggie should approach James Pope to ascertain what he knows about cell towers and the potential for one/more installed in City Hall.

**Next Meeting: August 31 at 10:00a.m.**