

# City Hall Restoration Commission

## Summary of Meeting held on Monday, May 23<sup>rd</sup> 2016

Location: Third Floor Conference Room, City Hall

Present: Jan Bell, Steve Dexter, Craig Herrmann, Maggie Rosa

Absent: J.J. Bell, Jim Hafey, Steve Pardee, Bill Sanborn

### Minutes

- Minutes of the April 25 meeting were unanimously approved.

### CHRC MEMBERSHIP

- We have received letters of resignation, effective immediately, from Steve Pardee and Bill Sanborn.
- The CHRC will be seeking input re new members and is concerned about the lack of communication between the City and the Commission, specifically about the outstanding issues relating to MAAB requirements.

### ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- Deb Laurie will check on the prevailing wage issue – no update
- Bill Sanborn sent an email on May 12 indicating that DPW will not be able to start the project until after Labor Day. Will this give enough time to complete by the end of the year?

### Elevator

- No update on the status of bringing the elevator into compliance with MAAB requirements. Note that the funds for this are to be taken from the FY 2016 maintenance fund.

### Ventilation

- Craig expressed his concerns regarding the end result/effectiveness of just tightening up the existing ventilator system. He will write up his concerns in a memo.

### Invoices

- McGinley Kalsow's April 7 invoice included three outstanding invoices. Because of some confusion as to which invoices may or may not have been paid, the three invoices were approved separately:  
0003900, dated 1/14/16 for \$673.12; 0003921 dated 2/15/16 for \$265.20 and 0003938 dated 3/20/16 for \$408.25.  
Unanimous approval that the invoices be paid.  
Deb will check on the status of payment. N.B. Invoice 0003900 was approved on March 14, 2016.
- Invoice (\$260.31) for printing of Bananas Event program, paid for by Maggie was approved for payment through the Gloucester Fund.
- Payment for the Post Office Box, paid for by Steve Dexter, for \$106 was approved for payment through the Gloucester Fund.

### ADA – Lift to the stage

- Doug Manley has informed the Commission that the stage elevator is ready to be installed.
- Motion to approve the Change Order No. 1 (No cost time extension) was unanimously approved.

## **ADA – Automatic Door Openers**

- We learned that the electrical requirements for the building are much higher (\$500-700,000) and it is not clear where the funds will come from. This impacts the automatic door openers and represents a huge setback for closing out the project because the Building Inspector can't sign off on the project without an estimate of the time frame for getting the automatic door openers functional.
- Maggie invited Jim Destino to an upcoming meeting- as yet no response.

## **Bell cradle & railing**

- Use of the maintenance funds was approved to paint the bell cradle.
- J&L Welding provide a quote to do this work : \$3400 for the City Hall Railing and \$1900 for the bell cradle cleaning and paint.
- The proposal for the \$3400 for the City Hall Railing was accepted
- Steve Dexter has decided that the work should be done by J& L Welding.
- J&L Welding sent a proposal for Posts- Caps – Chain repair. This proposal was approved by electronic voting. Maggie to follow up to ascertain the status.

## **North elevation doors**

- Signage that states that this door is to be used for exit purposes only is in Jim Destino's office.  
NO UPDATE

## **FY16 Budget**

- Of the \$25,000,
  - a. Use \$10,309.24 for work to address ADA needs of the elevator as per the proposal from United Elevator. In progress
  - b. J&L Welding proposals total \$6580 for the work on the bell and the railings + caps.
  - c. Maggie would like to see an inspection of the paintwork at the Warren Street balcony – it looks to her like some painting is required.

## **FY17 Budget**

- Suggested ideas
  - a. Jim suggested that funds be used to fix up the north stairwell. He will scope out the project.
  - b. Lighting in the South stair well & wiring – follow up with Jim Hafey
  - c. Fix up the third floor conference room
  - d. Restore the staircase/stairwell in the tower
  - e. Restore the area behind the stage
  - f. Install a larger mat between the two sets of doors at the Warren Street entrance.

## **Preservation Award**

- Jan suggested that the poster that we received from MHC be placed in the visitors' center at Stage Fort Park.

## **Brochure**

- Maggie to revise and have 1,000 copies made.

## **New Business – email expressing concern over the flood-lighting of City Hall**

- Councilor Paul Lundberg received an email from Dick Luecke re the lighting.
- Steve Dexter will contact Mr. Luecke. Steve noted that he has already been in contact with the

lights installer to point out that one of the lights is not correctly aligned.

**Items not to fall too far off the radar screen**

- Cracked glass in the tower Maggie to follow up with Campbell Construction
- Cracked basement room window – Jim suggests installing ¼” mesh to protect all of the basement windows from damage from stones.
- Fire alarm drill –
- Capital Bond bill
- “City Hall.” Signs – re above for the need of a bucket truck.
- Handrail on landing that was dismantled in order to gain access to the small roof and which has to be put back together – Campbell Construction

The meeting was adjourned at 11:00am.

**Next meeting: Monday June 6<sup>th</sup> at 10:00 a.m.**