

# City Hall Restoration Commission

## Summary of Meeting held on Monday, August 15<sup>th</sup> 2016

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Jan Bell, Steve Dexter Maggie Rosa, Deb Laurie & Richard Luecke (joined the meeting at 10:30a.m.)

### Minutes

- Minutes of the July 18<sup>th</sup> and August 1<sup>st</sup> meetings were unanimously approved.

### Electrical Requirements Of The Building

- As Jim wasn't present there was no update.

### Ventilation

- Craig will contact Bruce Deardon re the best location for the anemometer.
- Maggie will ask Jim Hafey if the custodian could check out the wind speeds.

### Invoices

- Need to obtain approval that the punch list for the stage elevator has been completed in order to approve payment of the Application for Payment #5 from Elizabeth Contracting.
- J.J. will contact Doug in a day or two after Doug's return from vacation on 8/15/16.

### ADA – Lift to the stage

- The stage elevator railing is not needed by code. It was decided that Maggie should request DPW to remove the railing and repair the holes.
- Steve Dexter has been in touch with The Curtain Shop (Richard Strauss) who will install the new shades/blinds and invoice us.

### North elevation doors

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

### Suggested ideas for next 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.

### Flood-lighting of City Hall

- Steve has managed to speak with Nick Taormina and asked that he be sent a proposal for the work suggested by Nick. Richard will follow up with Nick

### ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- Mike Hale provided the existing site plan to Maggie who emailed it, together with the proposed plan and photos to Deb, Craig, J.J. and Steve.
- Craig had some suggestions about how to generate the plans as requested by the Mass Historical Commission. It was decided that we should not provide 3D drawings unless specifically requested. Deb, Ryan Marks and Craig will work on this aspect of the parking.

- Deb will follow up with Mike Hale as to the people/department doing the work.
- Maggie will attend the August 29<sup>th</sup> meeting of the Gloucester Historical Commission to provide information to them. A public hearing is required as the project involves removal of some trees.

#### **CHRC MEMBERSHIP**

- Richard Luecke will go before O&A tonight.
- Steve Dexter will follow up in the future with the person that he mentioned who has preservation experience who will be moving permanently to Gloucester & who is interested.

#### **Signage**

- Richard Luecke is working with the City to generate some better signage for the glass doors at the entrances to City Hall and its interior offices.

#### **1<sup>st</sup> Monday tours of City Hall**

- Mayor is in favor of this idea. Need to put it into practice.

#### **New Items**

- Craig has been pondering the use of Mitsubishi air conditioning systems for offices that currently have window air conditioner units. He will follow up with Jim Hafey and Mike Hale. The system suggested by Craig is similar to those that were installed in Archives and Purchasing.

#### **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 10:45.

**Next meeting: Monday August 29 at 10:00 a.m.**