

# City Hall Restoration Commission

## Summary of Meeting held on Monday, December 5<sup>th</sup> 2016

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Jim Hafey, Richard Luecke, Maggie Rosa, Deb Laurie

### Minutes

- Minutes from the November 21<sup>st</sup> meeting accepted.

### ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- Craig, who could not attend the meeting, informed Maggie that he is hoping to have the elevation plans drafted by this week.
- When the plans are ready we will send a copy, as an FYI, to Bill Sanborn.

### ADA – Elevator

- of the installation of alarms and buttons for the elevator.

### Electrical Requirements Of The Building and MAAB requirements for building elevator

- Jim reported that he has to re-schedule the evaluation of the power requirements of City Hall and that the source power for the auditorium ventilation system and the automatic door openers are included in the evaluation.

### ADA – Lift to the stage

- The Curtain Shop will be installing the shades this week.
- When the invoice is received it will be co-signed and sent to Barry Pett for payment.

### North elevation doors

- We decided that a sign would be made for the door that reads EXIT ONLY as per MAAB. Richard will execute this.

### Potential application for CPA funds

- There was a discussion regarding applying for funds for the electrical and fire needs from CPA funds. To be added to the agenda for a meeting with Jim Destino.

### Chief Administrative Officer

- We will seek a meeting, for the purposes of updating him, with Jim Destino who will be returning as CAO on November 28

### Maintenance

- Includes the lights in the stairwell and filling in the holes at the stage elevator.
- Steve and Richard to inspect the building for things that should be addressed, such as paint chipping off.

### Thank you's

- Thank you letters to be sent out to the Cape Ann Savings Bank for the lights and to the Cape Ann Garden Club for their gardening efforts.

### Colors of lights at cupola level

- Ascertain if the Mayor wants the colors of the lights to change each month.

### Tax Credit

- JJ reported that he had received a phone call from State Rep. Ann Margaret Ferrante's office regarding the potential for a tax credit for the purposes of restoring City Hall.
- <https://www.sec.state.ma.us/mhc/mhcpdf/Tax-Credit-Training.pdf>

### Suggested ideas for Budget

- Suggested ideas – Deb ascertained that there is \$15,000 for City Hall maintenance in the FY 17 budget.
  - 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 –Jim Hafey wrote to Maggie saying that Fred has it on his “to do” list
  - 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.

### New Business

- Richard will seek to repair the signage at the Warren Street Entrance which lists the locations of various departments.

- Maggie to contact James Pope to see if he can fix the Veterans' Sign that elongates the images. the purposes of restoring City Hall.

**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 11:00 a.m.

**Next meeting will be on Monday December 19 at 10:00 a.m.**