

City Hall Restoration Commission

Summary of Meeting held on Monday, January 9th 2017

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Jan Bell, Craig Herrmann, Richard Luecke, Maggie Rosa, Deb Laurie

Minutes

- Minutes from the December 5th, 2016 meeting accepted.

ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- On December 18 Craig provided PDFs of the elevation plans to the Commission and Deb Laurie sent the packet of information to the MHC on December 19th. If no feedback is provided within thirty days we have the ability to proceed. However, Deb will attempt to obtain feedback from MHC.
- When the plans are confirmed we will provide the information to the City Council. In the meantime, J.J. will send Jim Destino the plans.

ADA – Elevator

- Status of the installation of alarms and buttons for the elevator remains to be determined.

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.
- Maggie will follow up with Jim Hafey re this issue.
- We noted that the article in the GDT did not mention City Hall while referring to the required upgrades for the schools. Maggie to draft a memo to the Mayor.

ADA – Lift to the stage

- The Curtain Shop installed the shades and the invoice has been paid.
- Deb will contact Carmen Kalsow to ascertain if MKA has submitted all of its requests for payment. There is a balance, of approx. \$300.
- Maggie will follow up with Jim Hafey to see where the instruction manual is and then Richard will figure out whether we should have a sign for the instructions installed.

North elevation doors

- Richard Luecke has installed a sign for the North elevation door that reads EXIT ONLY as per MAAB.

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.

Ventilation of the Auditorium

- Maggie to follow up with Jim Hafey to determine if the existing power can handle a small motor for the turbine in the attic

Automatic Door Openers

- Maggie to draft a memo to Jim Destino, James Pope and Jim Hafey to ascertain the status of the electrical upgrades that James thought would include power to the automatic door openers.

Maintenance

- Why are there storm windows outside the auditorium that presumably have not been installed in the auditorium.
- 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 were sent out to the Cape Ann Savings Bank for the lights and to the Cape Ann Garden Club for their gardening efforts.

Tax Credit

- Although not confirmed by Ann-Margaret we are of the opinion that these tax credits apply to personal property not civic building.

Commission Membership

- All of us who needed to were sworn in as required by the Administration's recent request.
- Craig is going before O&A to renew his membership.

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.

Signage

- Richard will seek to repair the signage at the Warren Street Entrance which lists the locations of various departments.
 - Maggie contacted James Pope to see if he can fix the Veterans' Sign that elongates the images. He responded that he is aware of the issue and is working with the Veterans' office to see what can be done.

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.
- 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 January 23 at 10:00 a.m.