

# City Hall Restoration Commission

## Summary of Meeting held on Monday, January 23<sup>rd</sup> 2017

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Jan Bell, Steve Dexter, Richard Luecke, Maggie Rosa, Deb Laurie. Jim Destino joined the meeting at 11:00 am.

### Minutes

- Minutes from the January 9<sup>th</sup>, 2017 meeting accepted.

### Invoices

- McGinley, Kalsow & Associates invoice 004043 for the period March-June 2016 in the amount of \$705.77 was unanimously approved for payment. This is the final payment for their services re the stage elevator. As there is less than this amount in the project account, funding will be required to come from another account.

### ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- Deb is still waiting to hear back from MHC but as the 30 day time period has passed we are OK to proceed. Deb will try to contact 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.

### Amount in the City Hall maintenance accounts

- We were awarded \$25,000 in the 2016 budget. Of this we paid J&L Welding \$1900 to clean and paint the bell cradle, \$3400 for the City Hall railing and \$1280 for replacement of the posts-caps and chain in the administration parking lot. In addition, \$10,309.24 was set aside for the MAAB requirements for the elevator.
- We have not tapped into the FY17 amount of \$15,000
- Maggie to check on the amounts in the accounts as per the auditor's office.

### ADA – Elevator

- Status of the installation of alarms and buttons for the elevator remains to be determined. Maggie to follow up with Jim Hafey.

### 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.
- As we had noted that an article in the GDT did not mention City Hall while referring to the required upgrades for the schools Maggie sent a memo to the Mayor pointing out the need to include City Hall.

### ADA – Lift to the stage

- Richard ascertained that the instructions adjacent to the lift are adequate.

### 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

- During the meeting we decided to see if Jim Destino was available. He came up after he had finished his meeting. Jim noted that electrical power to the automatic door openers was not included in the upgrades to the IT equipment in the City Council conference room. As he said that the city hall project can't be done piecemeal he will approach City Council re a loan order. He cautioned that the debt service is high.

### 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

### 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

- Both the Cape Ann Savings Bank and the Cape Ann Garden Club appreciated getting their thank-you letters.

### **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.  
Ongoing

### **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 February 6 at 10:00 a.m.**