

City Hall Restoration Commission

Summary of Meeting held on Monday, February 6th 2017

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Steve Dexter, Craig Herrmann, Maggie Rosa, Deb Laurie, Mike Hale, Mark Cole and Jim Hafey.

Minutes

- Minutes from the January 23rd, 2017 meeting accepted.

Invoices

- McGinley, Kalsow & Associates invoice 004043 for the period March-June 2016 in the amount of \$707.77 was broken down into two invoices and signed off on by Maggie, Steve and J.J. \$405.65 from the CHRC account in the Gloucester Fund and \$302.12 from the CDBG account which will close that account out.

ADA Parking

- CDBG funds (\$180,175) have been awarded for the two on-site parking spaces.
- MHC signed off on the parking plans. MHC.
- Maggie to speak with Joe Ciolino re an oral presentation to City Council on Tuesday, February 28. She will draft a presentation for review by the CHRC and submit it for inclusion in the City Council packet. This is to be done by Wednesday, February 8.
- Mike expects the work to be done in the spring.

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. Maggie will follow up with Kenny Costa to ascertain if there is any money left in the FY16 budget.
- We have not tapped into the FY17 amount of \$15,000. We will generate a list of issues to be taken care off using these funds.

ADA – Elevator

- The company dealing with the city elevators is currently addressing the City Hall elevator to replace the exterior controls and lanterns.

Electrical Requirements Of The Building and MAAB requirements for building elevator

- Jim reported that, with reconfiguring/cleaning up the existing circuits there is enough electricity to handle both the auditorium ventilation system and the automatic door openers.

Ventilation of the Auditorium

- Craig will follow up with Bruce Deardon and Jim Hafey to confirm the electrical needs for the installation and hopefully, we will be set to go on the project.

Maintenance

- Steve and Richard are coordinating the effort to inspect the building for things that should be addressed, such as paint chipping off.
- Jim noted that the maintenance list should include missing roof slate as well as gutter guards.
- A list will be generated for other maintenance items

Capital Improvements

- Mike recommended that we revise the capital improvements list for City Hall and submit it to him. Dan Smith is reviving the CIAB so this is good timing.

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 J.J. to follow up with Campbell Construction
- Cracked basement room window – Jim suggests installing 1/4” 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 27 at 10:00 a.m.