

City Hall Restoration Commission

Summary of Meeting held on Monday, June 19th 2017

Location: Third Floor Conference Room

Present: J.J. Bell, Richard Luecke, Bill Sanborn and Maggie Rosa

Minutes

- Minutes from the June 5 meeting were accepted as is. The Minutes from the June 12 meeting were accepted upon amendments from J.J.

ADA Parking

- The retaining walls and the walls to the paths have been built.

Automatic Door Openers

- There was a long discussion re the signage.
- As all board, committee and commission meetings are open to the public the doors to the conference rooms should be left open. In the eventuality that the door needs to be closed we concluded that the custodian should be contacted to deal with the door. This could be made easy if the custodian was present at the start of any meeting to ascertain if the group required anything. Maggie will email Jim Hafey with this suggestion. As all city hall employees have been/will be trained in using the doors this requirement would not apply.

Ventilation of the Auditorium

- Maggie attended the City Council meeting last Tuesday – she noted a significant intake of air at the open windows in the auditorium. Also, despite it being a warm evening the auditorium remained comfortable. When asked about the ventilation Joe Ciolino indicated that he thought that there was an improvement.
- Gail McCarthy is working on getting the photographer on site.

Tower Interior Restoration Project

- MKA has agreed to provide a proposal. It is supposed to be sent to J.J. on Monday June 19.
- Kevin Buckley of KBA Architects provided a proposal which includes the costs for construction documents, bidding, construction management and reimbursables totaling \$7,500 and construction cost of \$35,500. Jim noted that often KBA fees are less than predicted. J.J. will contact MKA to ascertain what they would estimate for the project.
- Richard met Bruce Slifer who told Richard that he has no expertise in restoration of wood trim. Bill Sanborn suggested the use of Murphy's Soap to clean the railings. We all noted that the railings at the first floor look very shiny, so we should ask the Custodian how he keeps them looking good.

MAAB requirements for building elevator

- Bill Sanborn noted that he can't find anything in code requirements that indicate that upgrading the elevator would precipitate requirement for smoke and fire detectors throughout the entire building. He noted that the elevator does require smoke and fire detectors at each floor and also inside the cab. He suggested that we should contact Jim Hafey to see if the in-house electrician can do something analogous to what was done in the schools.
- Bill suggested that when the elevator contract is up for renewal the contract should include the upgrades for smoke and fire alarm detectors be included, together with new walls.

State funding

- Bill Sanborn suggested that a letter from MHC might help the funding. J.J. will contact Ann-Margaret to seek her opinion about this suggestion.

New Business – Agreement with ChimeMaster

- Maggie sought and obtained a new maintenance agreement with ChimeMaster. The cost of the annual inspection is, as it has been in the past, \$475.
- Motion made and approved that we accept the agreement and that it be paid for using Gloucester Fund account.

New Business – ADA Entryway

- Richard offered to paint the trim around the new entryway door to the building and also the trim of the old locked door.

New Business – Bill Sanborn's comments

- Bill noted that the door handles to the North entryway need to be removed.
- He also noted that the air conditioner in the third floor conference room should not be located in the window as the frame is not designed to hold the AC. We wondered where the free-standing air conditioner that was used in past years is and why that wasn't installed.

New Business – Payroll office window

- We were delighted to note that the surrounds for the AC unit in the payroll office has been painted.

Maintenance (No update)

- J.J. will nudge David Campbell re the clock face repair. Ongoing.
- Richard provided a set of photos detailing the points that they noticed.
 - These included:
 - The wooden “City Hall.” signs on the Warren Street and Dale Avenue entryways are deteriorating and are in need of restoration. Jim is aware of this and is thinking about he could access these signs (he needs a bucket truck for this type of work)
 - On the North Elevation the light fixture should be replaced one that is more appropriate and fully shielded.
 - Jim has appropriate lighting that can be installed. Has gone onto the electrician’s to-do list.
 - Granite work
 - Warren Street entryway granite steps are in need of repointing
 - Northeast corner – tar removal
 - Railing on the North Elevation – some pieces are missing and will be fixed up as part of the ADA parking project

The meeting was adjourned at 11:00 a.m.

Next meeting will be on Thursday July 6 at 9:00 a.m.