

City Hall Restoration Commission

Summary of Meeting held on Monday, October 16th 2017

Location: Third Floor Conference Room

Present: J.J. Bell, Steve Dexter, Richard Luecke, Maggie Rosa

Minutes

- Minutes from the September 25 meeting were unanimously approved.

ADA Parking

- The revised quote that includes irrigation is \$5103 and a PO was issued for this work.
- The plantings for the new borders and the border along side the Dale Avenue have been completed with the exception of one tree that will be planted in the spring. Walker Creek Gardens has been watering the new borders while they have been attempting to speak to DPW re extending the irrigation system.
- The City issued a PO for the railings work and Maggie forwarded the PO to J&L Welding.
- Curtis will ascertain the paint that is suitable for the other railings.
- The side adjacent to the building needs to be seeded – but we will wait until the spring to do this.

Automatic Door Openers

- Richard installed the signage to state “Please leave door open. If needed to be closed please contact the custodian”

Tower Interior Restoration Project

- We have received an estimate of \$27,985 for the base bid with estimates of \$14,025 for Alternate 1 – add wood soffit and wainscoting and \$5,075 for Alternate 2 – for new plaster to be textured.
- The maintenance fund balance is \$25,920
- J.J. checking with KBA to ascertain status of the revised specifications

Handicapped Signs for Parking

- Steve stated that the signage along Dale Ave is complete.
- Another sign is needed to replace the existing sign at the Warren Street entrance to City Hall, which includes ADA parking. Steve Dexter to follow up with DPW.

Open Meeting Law

- The Attorney General has promulgated revisions to the Open Meeting Law Regulations. City Clerk Joanne Senos sent these regulations, check lists for posting a meeting and meeting minutes Each member of the Commission is required to acknowledge receipt of these files. To date, J.J., Steve, Richard and Maggie are known to have signed the Certificate of Receipt. Maggie will follow up with other members of the Commission.

Maintenance

- Work includes:
 - We noted that one of the handles on one of the auditorium windows (Pleasant Street side) has become disconnected from the frame.
 - 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
- Lighting in the stairwell
- Richard submitted a receipt for \$24.28 for paint that he purchased. The Commission unanimously approved payment from our Gloucester Fund account. Maggie to forward the request for payment to Barry Pett.
- Richard will paint the column at the Warren Street entrance that is showing signs of paint chipping.

New Business

- Auditorium sound system is terrible according to people attending the Cape Ann Forum on Saturday evening. Jan to contact James Pope about this issue
- Jim Hafey and Curtis have discussed the condition of the ground level tiling and are likely to arrange for a test cut to ascertain what lies beneath – gorgeous wood flooring or asbestos.
- During the Sails and Trails event we noted that, in the attic plenum, there is a grounding cable that has been chafed.

The meeting was adjourned at 10:30 a.m.

Next meeting will be on Monday October 30th at 10:00a.m.