



HARRIMAN

**MEETING NOTES**

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To  
Jill Cahill – Director of Community Development, City of Gloucester

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From  
Kartik Shah and Steve Cecil - Harriman

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Date  
October 1, 2018

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Project  
City of Gloucester  
Support Center and Office Renovation  
Gloucester, MA  
Project No. 18485

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Subject  
Programming Meeting held on September 10, 2018

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Attendees  
Steve Cecil – Principal, Harriman (SC)  
Kartik Shah – Project Manager, Harriman (KS)

**Building Committee**

Jill Cahill - Project Manager, Director of Community Development, City of Gloucester (JC)  
Thomas Ciarametaro Jr.- Gloucester Harbormaster (TJ)  
Tony Gross, Chair - Waterways Board (TG)  
Bill Sanborn, Inspector of Buildings - City of Gloucester (WS)  
John Ellis, Weston and Sampson – General Manager (JE)  
Joe Caruso, (JC2)  
Kenneth Lento, National Grid (KL)  
Michael Hale, Director of Public Works, City of Gloucester (MH)

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| Topics   | Action Items   |
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| <p><b>1. Agenda, Schedule and Project Updates</b></p> <ul style="list-style-type: none"> <li>a. Harriman provided the overview of the agenda.</li> <li>b. JC submitted a motion to approve the minutes of the August 15 Meeting. TG seconded the motion. Minutes approved as submitted.</li> </ul> | <p>Community Development will post to Building Committee Webpage</p> |



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| <p><b>2. Fit Study Options</b></p> <ul style="list-style-type: none"><li>a. The arrangement shown in Option 4 is the preferred arrangement of spaces with community space towards the cityside and Harbormaster’s office towards the waterside</li><li>b. Cathodic protection transformer-rectifier can be moved from its present location.</li><li>c. Community Meeting space to be utilized as a multi-use space</li><li>d. Exterior door directly opening in the gravel area is a challenge due to the grade change</li><li>e. The second-floor improvements include window changes, larger window in the harbormaster’s office, new ceiling tiles, paint, and carpets refresh.</li></ul>   |  |
| <p><b>3. Visiting Boater Center:</b></p> <ul style="list-style-type: none"><li>• Visiting boater lounge size as shown on all the fit study is large. The Visiting Boater lounge can be much smaller.</li><li>• No locker space required for visitors.</li><li>• TV for the visitor's lounge with cable connection.</li><li>• No kitchenette in the visitor’s lounge.</li><li>• 2 Changing rooms/Shower per gender. Changing room with bench and shower cubicle. No doors or curtains on the shower cubicle.</li><li>• 2 WCs fixtures for the women and 2 urinals for the men’s room.</li><li>• Charging areas with USB in the Boater Center and the shower area.</li></ul>   |  |
| <p><b>4. Harbormaster’s Office:</b></p> <ul style="list-style-type: none"><li>a. No separate receptionist. A permanent workstation in the reception area for a staff member who can guide the visitors</li><li>b. Deep double industrial sink with one sink with eyewash built in and the washer and dryer required for the workshop. Confirm if the safety shower is required or not.</li><li>c. Staff Room will include refrigerator, Microwave, Sink with staff cubbies/lockers. The dishwasher is not required, and electric cooktop should be avoided for safety reasons.</li><li>d. For ADA compliance Platform lift within an enclosure is sufficient.</li><li>e. Public workstation in the reception area.</li><li>f. The expandable community room is preferred so that it can be used in different configurations.</li><li>g. Harbormaster’s side will require two offices. On the visiting boater center side, a similar size office is sufficient.</li><li>h. All office doors will have a glass incorporated within them.</li><li>i. Upper floor concerns – doors are hitting into each other; three rooms not being utilized. The DPW can accomplish work. Further discussion necessary.</li></ul> |  |



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| <p>j. Backup power/ Diesel Generator is not required. Administration/DPW may bring a portable generator for essential services if required.</p>   |  |
| <p><b>5. Operations:</b></p> <ul style="list-style-type: none"> <li>a. Visiting Boater center to be open 24 hours for Visiting Boaters via key code entry only.</li> <li>b. This facility will not be a Critical Facility.</li> <li>c. PIN and Card System as fobs are lost too often. Visiting boaters will be provided with a PIN, but the city staff will be able to access the boater center with a card.</li> <li>d. The current system of access used by the city for the other city buildings should be utilized for the entire facility. The dual system of PIN and card for the Visiting Boater Center.</li> <li>e. The facility will have external security cameras.</li> <li>f. The City's current cleaning contractors will clean the facility.</li> <li>g. Majority of the Harbormaster's storage including any chemicals will be stored offsite with DPW storage. Onsite storage spaces are accessible from the workshop.</li> <li>h. Staff Kitchen can be small with lockers.</li> <li>i. Handicapped accessible LULA elevator/Platform lift for the facility is sufficient. It does not need to meet the structural requirement.</li> </ul> | <p>1. Harriman to coordinate with City's IT department Joe Lucido and James Pope for IT needs related to access.</p> |
| <p><b>6. Public Restrooms</b></p> <ul style="list-style-type: none"> <li>a. Committee expressed concern about the people misusing it.</li> <li>b. Space should be visible so that people cannot hide within these spaces.</li> <li>c. Public restrooms will be locked in the evening at around 7.00 PM. Responsibility for locking is to be determined. Explore the possibility of a potential future remote electronic locking system for the public restrooms.</li> </ul>   | <p>2. Harriman to confirm with the City IT Administrator and DPW about the electronic locking system.</p>            |
| <p><b>7. Signage:</b></p> <ul style="list-style-type: none"> <li>a. The committee sees the requirement for the harbormaster's sign from the street and the water with the City seal, room signage, handicapped signage, freestanding signage.</li> </ul>  |  |
| <p><b>8. Exterior Lighting:</b></p> <ul style="list-style-type: none"> <li>a. No spotlight because of the lighting ordinance</li> <li>b. Full cut off lighting either wall mounted or pedestal.</li> </ul>  |  |



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| <p><b>9. Hazardous Materials:</b></p> <ul style="list-style-type: none"><li>a. Maximum of 10 gallons of gasoline to be stored outside with small flammable storage locker.</li><li>b. 55-gallon gasoline will be stored offsite, Maximum that will be stored in the facility will be 10 gallons.</li><li>c. No exhaust system required for the Workshop area.</li><li>d. Harriman to confirm the limits of the allowable storage of the hazardous materials as per the regulations.</li></ul>   |  |
| <p><b>10. FEMA:</b></p> <ul style="list-style-type: none"><li>a. Harriman to consider the renovation of the existing building as less than 50% of the replacement value. Committee agrees to flood-proof the building to the greatest degree practical.</li><li>b. City participates in flood insurance for some buildings. The City needs to decide if Harbormaster’s facility should be insured.</li><li>c. Wet floodproofing allow flood waters to enter the enclosed areas of the building. In contrast, dry floodproofing prevents the entry of flood waters. Dry floodproofing also requires a certification from the professional engineer about the structural integrity of the external walls. This certification is a challenge in the existing building due to the lack of knowledge about the existing structural conditions of the building.</li><li>d. Wet floodproofing is a preferred approach as the dry floodproofing will require destructive testing, digging in the walls and using the radar to see how the walls are anchored.</li></ul> |  |