



HARRIMAN

MEETING NOTES

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

From
Kartik Shah and Steve Cecil - Harriman

Date
November 2nd, 2018

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

Subject – Options Meeting held on October 3rd, 2018

Attendees

Steve Cecil – Principal, Harriman (SC)
Kartik Shah – Project Manager, Harriman (KS)
Camila Atkins – Project Architect, Harriman (CA)

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 Sampson – General Manager (JE)
Joe Caruso, (JC2) – Gloucester Resident
Michael Hale, Director of Public Works, City of Gloucester (MH)

Not Present

Kenneth Lento, National Grid (KL)

46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0053

33 JEWELL COURT, SUITE 101
PORTSMOUTH, NH 03801
603.626.1242

170 MILK STREET, SUITE 5
BOSTON, MA 02109-3438
617.426.5050

www.harriman.com

1. Public Meeting Update	Action Items
<ul style="list-style-type: none"> a. The inclusion of Discover Gloucester office space is positive b. This facility as a potential future events facility is positive c. Inclusion of public toilets part of this facility with extended dockage and pump out facility on waterside is good. d. This location may have a possibility for potential murals. The committee feels that the murals project is not defined well enough to incorporate in this location at this time. e. Community Boating as part of the program was discussed at the Public Meeting: 	



<ul style="list-style-type: none">i. Community Boating is very positive for the larger community, but the committee feels that this location may not be appropriate for it and there might be other suitable locations.ii. The city is having an open discussion with Community Boating to define their requirements and waterside and landside requirements so that the city can assist them with a search for a suitable spaceiii. HM office and Boater Center is public safety hub in case of emergency and Community Boating vessels could pose a safety concern for the Harbormaster's office, and Coast Guard functions during emergency eventsiv. Community Boater meetings are still likely to occur in the community space, but no additional elements are to be included in the program at this time. <p>f. Mural Project: At the public meeting participants thought the 2-story portion of the building could be included in the mural project but only if it makes sense as the design of the building develops.</p>	
<p>2. Visiting Boater Center/Community Options</p> <ul style="list-style-type: none">a. <i>Visiting Boater Center Layout B</i> was selected by the Building Committee for further development with the following changes:<ul style="list-style-type: none">i. Eliminate door between community meeting room and pre-function space for added flexibility	<p>Harriman to test out rotating the office 90 degrees to allow for a larger Community Meeting Room.</p>



<p>3. Visiting Boater Lounge</p> <ul style="list-style-type: none">a. Amenities should include a tv, Wi-Fi, charging station and possibly an area for brochures/pamphlets.b. Community Boating as part of the program was discussed at the Public Meeting but does not seem feasible at this time:<ul style="list-style-type: none">i. Community Boater vessels could pose a safety concern for the Harbormaster's office and Coast Guard functions during emergency eventsii. Community Boater meetings are still likely to occur in the community space, but no additional elements are to be included in the program at this time.c. Janitor closets in the Washrooms do not each need a mop sink. These spaces could function more as storage closets.	
<p>4. Community Meeting Room</p> <ul style="list-style-type: none">a. There is a possibility of using the Community Space as an events space in the future, but the program is to remain unchanged.b. Community Meeting room Inside Wall will be visible from outside will require design treatment.	
<p>5. Discover Gloucester Office</p> <ul style="list-style-type: none">a. Discover Gloucester operates year-round and serves a similar function to that of a visitor centerb. Office size should be increased to approximately 10'x10' or 10'x12.	
<p>6. Workshop:</p> <ul style="list-style-type: none">a. Committee confirmed a safety shower is not requiredb. Full-length locker rooms that are now in the hallway should be relocated to the workshop	



<p>7. Harbormaster Office Options</p> <ul style="list-style-type: none">a. The Building Committee for further development selected <i>Harbormaster's Office Layout A</i> with the following changes:<ul style="list-style-type: none">i. Add an additional workstation (as an L configuration near the exterior wall) in the Shared Office spaceii. Office adjacent to Unisex Toilet to be eliminated to provide a more generous Staff Kitchenette with 15 small cubbies. This area could still have a flex area that could work as an additional workstation with a table and shelves.	
<p>8. Access</p> <ul style="list-style-type: none">a. Vestibule door could be locked when staff is not in the downstairs office. A buzzer or intercom system to alert staff upstairs of visitors was suggested. Jill thought that regulations for access into public buildings might impede the buzzer idea.b. A door should be provided near the top of the stairs to lock the upstairs offices when staff is not present	City to confirm if regulations to public building allow the locking of the door and the use of the buzzer.
<p>9. Floodproofing</p> <ul style="list-style-type: none">a. Harriman explained that the current remediation work DNAP room might be below the base flood elevation.b. Building Committee to recommend to the owner that he waterproof the remediation spacec. Interior finishes to be hoseable/washable as much as feasible and include wainscoting to protect walls. Major cabinetry elements, appliances, outlets will be placed higher than typical to avoid water damage in a flooding event. Items like area rugs or small furniture pieces could be brought upstairs if a flooding event is anticipated	City to recommend to the owner that he waterproof the remediation space
<p>10. Mechanical</p> <ul style="list-style-type: none">a. Mechanical areas to be enclosed and separate from storage areasb. Current mechanical areas are conservative. As the design progresses Harriman will tighten Mechanical areas and assigned any unused spaced to storagec. Building Committee thought an on-demand hot-water system would be appropriate for the Visiting Boater showers	



<p>11. Electrical</p> <ul style="list-style-type: none"> a. Outlets to be located high on the wall b. Cathodic protection device relocation was discussed in the prior meeting. Harriman and City should reach out to the installer and understand the clearances and technical requirements 	<p>Harriman and the City to reach out to the installer and understand what will be required to move the system and clearances.</p>
<p>12. Plumbing</p> <ul style="list-style-type: none"> a. The number of plumbing fixtures and trenching locations should be limited/consolidated as much as feasible b. The building owner is responsible for all sub-surface work 	<p>Harriman to coordinate trenching locations with building owner once the layout is finalized.</p>
<p>13. Exterior Ideas</p> <ul style="list-style-type: none"> a. Building Committee prefers Idea no. 2 primarily because the height of the glass and added eave height make the building seem taller b. Ultimately the Building Committee would like to see estimate ideas for various options with varying degrees of cost c. Antenna tower and guide wires to become a feature d. Harbormaster’s signage should be visible from both the street and watersides e. Building Committee likes the idea of exploring incorporating flags into the design f. Mural Project: At the public meeting participants thought the 2-story portion of the building could be included in the mural project but only if it makes sense as the design of the building develops. 	<p>Harriman to check signage ordinance to determine if a sign projecting above the cornice would be feasible for the Harbormaster’s office</p> <p>Harriman to look into door swing requirements and occupancy loads to confirm door swing requirements at doors of concern—where the walkway between the building and railing is narrow.</p>
<p>14. Structural</p> <ul style="list-style-type: none"> a. A Maritime Gloucester tank was moved, and brick displacement has been observed at the adjacent wall b. Brick displacement has also been observed at the west corner of the building. Demolishing this corner to provide new support for potential new glazing would be also beneficial from a structural perspective. 	<p>Building Committee to alert landlord of brick displacement</p> <p>Harriman to coordinate a visit with structural engineers to demo some discrete areas of the building and investigate wall and foundation conditions and makeup.</p>



<p>15. 2nd Floor</p> <ul style="list-style-type: none"> a. Increasing the size of windows at the Radio room and Harbormaster’s office to increase visibility is a priority as it is critical to the Harbormaster’s mission b. Connecting door between Harbormaster’s office and the adjacent room should be eliminated and replaced with wall infill c. Radio room and the adjacent room should be combined to provide a more generous radio room with an additional workstation d. Bathroom to receive new finishes e. Ceiling tile to be replaced with a new tile or treatment. Alternatively, Building Committee would like Harriman to explore the possibility of an exposed/open ceiling (removing the ceiling tile, insulating below deck. Structural/Mechanical to be exposed). 	
<p>16. Grant Application</p> <ul style="list-style-type: none"> a. Building Committee needs a letter from DEP confirming that the building is conforming to Chapter 91 in advance of Nov 1 grant application deadline. b. Policy item to be used on grant application: ways in which this project plans to serve and market to Boat Builders. This harbor is a Canadian/Northeastern vessel hub and the #1 destination for Boat Builders 	<p>Harriman to update plans in advance of DEP review.</p> <p>Harriman to prepare concept drawings in advance of grant submission</p>
<p>17. Next Steps</p> <ul style="list-style-type: none"> a. Harriman to further develop selected plan options and provide updates remotely (web conference/email) until next in-person meeting b. Next in-person meeting to take place in 2-4 weeks 	