



**MEETING NUMBER 7 MINUTES**

**Project:** Gloucester City Hall Exterior Restoration  
Gloucester, MA

**Date of Meeting:** November 14, 2011

**Attendees:** Maggie Rosa, J.J. Bell, Steve Dexter, Steve Pardee – City Hall Restoration Commission  
Donna Compton, City Purchasing Officer (attending part-time)  
Kenny Costa, Auditor (attending part-time)  
Wendall Kalsow, Doug Manley – MK&A

**Distribution:** Restoration Commission, MKA Team, A. MacLeod

**Meeting Summary**

Item	Date	Subject	Responsibility
7.1	11/14/11	<p><b>Agenda</b></p> <ol style="list-style-type: none"> <li>1. Review MK&amp;A invoice status</li> <li>2. Discussion of temporary roof at Ground Floor west entry</li> <li>3. Review of chimney status</li> <li>4. Review of accessibility status</li> <li>5. Review of Design Development drawings</li> <li>6. Discussion of window restoration scope</li> <li>7. Review of bidding schedule</li> </ol>	
7.2	11/14/11	<p><b>MK&amp;A Invoice Status</b></p> <ul style="list-style-type: none"> <li>• Through a combination of problems with routing of invoices through the proper departments and misunderstanding of reimbursables (principally the “donation” requested by the Cape Ann Museum for plan reproduction) MK&amp;A has outstanding invoices dating back to June.</li> <li>• To correct the above, MK&amp;A will contact Cape Ann Museum to see if they can get a revised invoice for plan reproduction. The Restoration Commission has approved all other reimbursables and clarified to Mr. Costa that these are expenses covered under the contract. Future invoices be addressed to Jim Hafey, with copies to the Building</li> </ul>	

		Commission chair, Deborah Laurie, and Kenny Costa to correct the above.	
7.3	11/14/11	<p><b>Roof above the areaway to west entry</b></p> <ul style="list-style-type: none"> <li>Attendees reviewed the history of the wood entry roof above the lower level west entry. The roof was originally installed for weather protection and as a safeguard against the potential for falling wood elements from the tower. It was partially removed to accommodate staging for the phase I tower work, then replaced at the end of that project.</li> <li>Donna Compton said that the roof makes the lower level offices dark, and can be a place for vagrancy.</li> <li>The Commission agreed that the cover was meant to be temporary, and should be removed.</li> <li>Donna will contact Jim Hafey to request that DPW remove the 2 outer most sections.</li> </ul>	DPW
7.4	11/14/11	<p><b>Chimney Repair</b></p> <ul style="list-style-type: none"> <li>The temporary work at the chimney is complete, with the masonry chimneys removed to roof line, and a metal flue liner being installed at the north chimney. The liner is rated for the current boiler.</li> <li>The Commission will discuss with Jim Hafey future planning for a boiler (current one is about 60 years old) to determine what the long-range solution will be for the flue liner, and will discuss feedback that there were obstructions that made the installation difficult.</li> <li>MHC sent a letter agreeing with the emergency work that was done and the proposed approach to the permanent solution of capping off the south chimney at the roof, and using the north as the boiler flue. MHC requested review of the final drawings and specs, when they are complete.</li> </ul>	<p>Commis- sion</p> <p>MK&amp;A</p>
7.5	11/14/11	<p><b>Accessibility Status</b></p> <ul style="list-style-type: none"> <li>MK&amp;A reviewed the variance application to the MAAB. From their meeting with the Director of MAAB, MK&amp;A learned that the application would be presented at the 11/28 meeting of the Board with the Director's recommendation of approval.</li> <li>Follow-up should be done to assure that both the Building Inspector and local advocacy (North Shore Independent Living) write letters of support to the MAAB prior to the 11/28 meeting.</li> <li>Commission will confirm with Jim Hafey the status of work on the items committed to be done in the current phase of</li> </ul>	Commis- sion

		<p>work.</p> <ul style="list-style-type: none"> <li>• MK&amp;A will provide some examples of and sources for compliant signage.</li> </ul>	
<b>7.6</b>	<b>11/14/11</b>	<p><b>Window Restoration</b></p> <ul style="list-style-type: none"> <li>• MK&amp;A presented that the scope of work for window restoration is a good area in which to structure alternates for the project, to assure that as much work as needed gets done within the project budget.</li> <li>• MK&amp;A is exploring options and will recommend an approach that may address certain floors, or certain sides of the building as bid alternates.</li> <li>• The Commission agreed that the priority for window restoration would be to address staff work areas.</li> </ul>	MK&A
<b>7.7</b>	<b>11/14/11</b>	<p><b>Bidding Schedule</b></p> <ul style="list-style-type: none"> <li>• MK&amp;A presented a proposed schedule for completion of Contract Documents and bidding</li> <li>• 1/3/12 send ads to Central Register and Newspaper 1/11/12 ad appears in Central Register; Bid Documents ready 1/17/12 Pre-bid conference 1/25/12 Filed sub-bids due 2/2/12 General bids due</li> </ul>	MK&A
<b>7.8</b>	<b>11/14/11</b>	<p><b>Employment of a local workforce</b></p> <ul style="list-style-type: none"> <li>• Commission discussed a desire to employ local workers, but recognized that this may come with additional cost to the project.</li> <li>• MK&amp;A will provide specifics of how this issue was addressed in a recent project.</li> </ul>	MK&A
<b>7.9</b>	<b>11/14/11</b>	<p><b>Portico roof exploratory work</b></p> <ul style="list-style-type: none"> <li>• MK&amp;A will coordinate with Jim Hafey to determine a time soon to conduct the exploratory cuts of the roof sheathing at the porticos.</li> </ul>	MK&A
<b>7.10</b>	<b>11/14/11</b>	<p><b>Upcoming meetings</b></p> <ul style="list-style-type: none"> <li>• Next meeting will be Thursday, December 1, at 4:00 PM</li> </ul>	Record

**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.