



**MEETING NUMBER 10 MINUTES**

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

**Date of Meeting:** January 23, 2012

**Attendees:** Maggie Rosa, J.J. Bell, Steve Dexter, Bill Sanborn, Jim Hafey – City Hall  
Restoration Commission

Doug Manley – MK&A

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

**Meeting Summary**

Item	Date	Subject	Responsibility
10.1	1/23/12	<b>Agenda</b> 1. Report from MAAB hearing 2. Grants for additional work 3. Review of CD drawings 4. Questions on billings 5. Building Department requirements for permit	
10.2	1/23/12	<b>Report from MAAB hearing</b> <ul style="list-style-type: none"> <li>• MKA reported that the MAAB approved the variance requests for one accessible entry, no change in elevator cab size, and historic handrails to remain at stairs. MAAB requested additional information on the proposed time line and scope for the time variance, and they moved to continue this portion of the hearing. MAAB requested additional information on the existing conditions at the toilet rooms and door clearances. MAAB is generally supportive of the time variance, but may want to revise the priority arrangement.</li> <li>• MKA is taking field measurements today, to document requested items by the MAAB, for the continuation.</li> </ul>	MK&A

10.3	1/23/12	<p><b>Grants for MAAB work</b></p> <ul style="list-style-type: none"> <li>• The Restoration Commission has been encouraged by the Mayor’s office to seek block grants for MAAB items such as the stage lift and toilet room renovations.</li> <li>• Commission has requested cost estimates for these items from MK&amp;A for the purpose of grant applications.</li> <li>• Commission will research records at DPW and Building Department to learn when the recent accessibility renovations were done, how they were funded, and whether a variance was granted to allow non-conforming stall sizes, prior to applying for a new grant for this work.</li> </ul>	<p>Commission</p> <p>MK&amp;A</p> <p>Commission</p>
10.4	1/23/12	<p><b>Contract Documents Update</b></p> <ul style="list-style-type: none"> <li>• Drawings and specs for the exterior restoration were released on schedule on January 18. Pre-bid conference will be held today following this meeting.</li> <li>• MK&amp;A reviewed the final list of proposed alternates and their order.</li> </ul>	
10.5	1/23/12	<p><b>Questions on MK&amp;A Billings</b></p> <ul style="list-style-type: none"> <li>• Commission asked for clarification for what remaining design work is left at the chimneys</li> <li>• Commission asked for clarification of the what reimbursables are identified in the Owner/Architect agreement, and what is the current status of reimbursables.</li> <li>• MK&amp;A will review and respond</li> </ul>	MK&A
10.6	1/23/12	<p><b>Building Department Requirements for Permit</b></p> <ul style="list-style-type: none"> <li>• Bill Sanborn outlined requirements for the Building Permit application</li> <li>• Permit Application will require 2 full-sized sets of drawings, with specs. Architect and Engineer shall wet stamp 1 set, second set can be a copy. A code narrative is required. Architect and Engineer shall provide design affidavits (city does not have a required form for affidavit). Copy of the above shall be submitted on CD.</li> </ul>	MK&A

9.6	12/19/11	<b>Bidding Schedule</b> <ul style="list-style-type: none"><li>• MK&amp;A presented a revised bidding schedule as follows: Advertise: Jan 10 Ad appears, documents available: Jan 18 Pre-Bid Conference: Jan 23 Filed Sub-bids due: Feb 1 General bids due: Feb 9</li></ul>	
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**Please review minutes.** These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.