



MEETING NUMBER 12 MINUTES

Project: Gloucester City Hall Exterior Restoration
Gloucester, MA

Date of Meeting: March 19, 2012

Attendees: J.J. Bell, Steve Dexter, Steve Pardee, Jim Hafey, Craig Herrmann, Bill Sanborn –
City Hall Restoration Commission

Deb Laurie – Community Preservation Committee

David Campbell

Doug Manley – MK&A

Distribution: Restoration Commission, Campbell Construction

Meeting Summary

Item	Date	Subject	Responsibility
12.1	3/19/12	Agenda 1. Review of Schedule 2. Building Permit Status 3. Contractor’s Proposed Use of Site 4. Submittals process 5. Project Sign review	
12.2	3/19/12	Schedule Update <ul style="list-style-type: none"> Building Department cannot issue the Building Permit until approval is received from the Historic District Commission. HDC presentation is scheduled for March 27. Bill Sanborn will permit the staging erection to begin prior to that meeting. Campbell Construction will therefore start staging later this week. Staging will not proceed above the eave line until staging engineering drawings are submitted for review. Staging will start on the west side of building, and at the overhead protection of porticos. 	Campbell

		<ul style="list-style-type: none"> Campbell Construction reviewed the proposed schedule, which shows the project beginning this week and ending at the end of December. Schedule will be updated as the project progresses. 	Campbell
12.3	3/19/12	<p>Building Permit Status</p> <ul style="list-style-type: none"> Campbell Construction needs to provide additional information on the application, including signature. Fire Department sign off is also required. MKA will check whether the MAAB variance needs to be filed with the Registry of Deeds. 	Campbell MK&A
12.3	3/19/12	<p>Contractor's Use of Site</p> <ul style="list-style-type: none"> Campbell Construction will need to fence off the east side of the site, and will be using this area for an office, storage, dumpster, toilets. Campbell Construction will provide a plan sketch of the intended use of site, and will check with the fire department to see whether they will require keys to the gates. Campbell plans to stage the entire building to access the work. Staging scrim will be installed beginning at the walkway deck for eave work, on up. Work area will be enclosed with chain link fence with green scrim. Parking at the southwest corner of the site should be minimally impacted, only when a crane is on site. Post office parking spaces should not be impacted, but there will be no drive through allowed on the east side of building. 	Campbell
12.4	3/19/12	<p>Submittal items</p> <ul style="list-style-type: none"> Campbell Construction has submitted the list of personnel and contact info, schedule and schedule of values, draw down schedule, and a number of product submittals Commission would like to be copied on submittal reviews. 	MKA
12.5	3/19/12	<p>Procedural Items</p> <ul style="list-style-type: none"> Applications for Payment should go to MKA first, and then will be distributed by architect. Volunteer professional photographer should contact Annette at Campbell Construction to get to review procedure to obtain access to the site for photography. 	Campbell

12.6	3/19/12	Lower Level A/C <ul style="list-style-type: none">Campbell Construction will install new air conditioning at the lower level early in the project. Bill Sanborn said that the team should be aware that compressor noise for A/C condensing units has been an issue in the past in the city, and that submittals need to be carefully reviewed to see that noise criteria will be met.	Campbell MKA
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Old Business

11.5	2/13/12	Reserved on-street accessible parking <ul style="list-style-type: none">Reminder that per the MAAB variance decision that 2 additional reserved accessible spaces with signage stating "For City Hall Use Only" need to be in place by April 1, 2012.	DPW
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11.7	3/19/12	Next Meeting <p>Next Restoration Commission meeting will be held on April 2, 2012 at 10:00am</p>	
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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.