

MEETING NUMBER 14 MINUTES

Project: Gloucester City Hall Exterior Restoration

Gloucester, MA

Date of Meeting: April 23, 2012

Attendees: Maggie Rosa, J.J. Bell, Jim Hafey, Craig Herrmann, Bill Sanborn, Steve Dexter –

City Hall Restoration Commission

Deb Laurie – Gloucester Community Development

David Campbell, Greg Campbell - Campbell Construction Group

Wendall Kalsow, Doug Manley - MK&A

Distribution: Restoration Commission, Campbell Construction, Deb Laurie

Meeting Summary

Item	Date	Subject	Respons ibility
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Old Business

13.3	4/2/12	 Update on CDBG grant application Commission had applied for grant funding for auto door operators and toilet room renovations that are required for MAAB compliance. The scheduled date for announcements is April 6. 	
	4/23/12	Grants were awarded through CDGB for rest room renovations (\$26,000) and for auto door operators (\$19,000). MHC needs to be brought up to date on the proposed additional work, for their review.	MK&A

13.4	4/2/12	 Approval of Invoices The Commission voted to approve payment of MK&A invoices for the Bidding phase and for bid document printing and distribution. 	

	4/22/12		
	4/23/12	The Commission voted approval of the most recent invoice from MK&A	
		invoice from WK&A	
13.7	4/2/12	 MK&A presented the findings of the HazMat survey, which found asbestos-containing material in the glazing compound at the windows that are to be restored via Alternate 3, and in the Tower. By regulation, glazing compound needs to removed on site by a licensed abatement contractor, prior to restoration by Campbell. The Commission voted to approve that MK&A engage the services of FLI Environmental to produce bid docs. Campbell will then solicit 3 prices from contractors, and will include this work as a change order. MK&A estimated the additional fee at \$900, and said that they could have the bid docs complete by 4/6. 	
	4/23/12	Update: MK&A provide bid docs on 4/3. Campbell Construction presented 3 proposals today. MK&A will review the proposals and advise the Commission	MKA
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13.8	4/2/12	 Clock faces, weathervane Campbell has the replacement clock faces in hand, and will install them when staging is up. Campbell recommended that the best way to repair the weathervane would be as a separate project, lifting the craftsman to the weathervane via a crane. Estimate for this work is about \$3500. Commission will look into funding and procurement options. 	
	4/23/12	Update: M.Rosa researched and found that the weathervane repair work can be procured via "sound business practice" since the estimated cost is less than \$5000. Funding for this work will be through City Hall Restoration Funds, and not CPA funds. Commission would like to contract separately with Campbell Construction for the work. D. Campbell will try to coordinate the repair at a time when there will be a crane on site to lift other materials.	Campbell
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13.9	4/2/12	Project SignProject sign is in production.	
	4/23/12	Update: sign is complete. Campbell will install soon.	Campbell

11.5	2/13/12	Reserved on-street accessible parking	
		• 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,	DPW
		2012.	DF W
		2012.	
	4/2/12	Jim Hafey reported that he thought that it would be possible to	
		produce the signs in house, but has found out that he will have to	
		send them out for fabrication. Bill Sanborn will check to see	
		whether City Council will need to approve the reservation of	
		*	
		spaces. MK&A will send Bill a copy of the site plan showing	
		the proposed spaces.	
	4/23/12	Update: Jim Hafey has the signs, but needs to have City	
		Council approval for installation. Installation needs to be	
		reviewed by City Council Ordinance & Administration.	M.Rosa
		MK&A stressed the urgency to complete the installation to	&
		avoid potential fines from the MAAB. M. Rosa will	Commis-
		approach Mayor's Office and ask if the signs can be installed	sion
		now on an emergency basis until O&A can rule. If signs	
		can't be installed right away, the Commission will write to	
		the MAAB to inform them of the delay.	

12.6	3/19/12	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.
	4/2/12	Campbell will submit product data on the condensing units soon.
	4/23/12	Product literature has been reviewed and approved. Db rating of outdoor condensers was 50, equivalent to a kitchen refrigerator.

New Business

14.1	4/23/12	Accessibility Review	
		Darlene and Dave Hodgkins, attendees at the meeting, voiced	
		concern of a number of accessibility issues. Among their	
		concerns were: the indirect access and the conditions	
		(lighting, appearance) of the lower level accessible entry, and	

a disappointment that the MAAB granted a variance on the elevator cab size. Commission explained the long term agreement to implement full accessibility that was reached via a hearing process with the MAAB, and listed the improvements which are forthcoming such as handrails, threshold modifications, auto door operators, and toilet room renovations. Additional reserved parking will be established at Dale Ave, and future spaces on the City Hall site will be provided. The roof covering the Dale Ave entry route will be removed, which should provide more daylight, and the Commission will look into improving the lighting along the route. Commission explained that the MAAB felt that it was technically infeasible to provide a ramp at the south entry, and to increase the elevator cab size to create one additional inch in width. Commission will look into a way to provide a wheelchair that would be available for public use and kept on Commis site that will fit the existing elevator cab size. -sion 14.2 4/23/12 **Maintenance Items** J. Hafey will make sure that building custodians keep the lower level Dale Ave entry unlocked and lights on when there are evening public meetings. J. Hafey will have downspout boots cleaned out to assure flow. W. Kalsow recommended that cast iron cleanout ports be installed, so that downspouts could be regularly **DPW** maintained. 14.3 4/23/12 **Site Safety Items** Campbell Construction will install temporary lighting at underside of staging so that all entries and exits are lit. Campbell Construction will make sure that all staging scrim is securely fastened. Camp-B. Sanborn said that the temporary handrails that are installed bell at the south entry steps are acceptable. Schedule Update 14.4 4/23/12 Scaffold erection has taken longer than anticipated in the original schedule. Scaffold at the tower should be complete by the end of this week, inspected, and turned over to Campbell so that work at the tower will start next week. Scaffold erection will continue on the ventilators. Campbell will update the construction schedule, but D. Camp-Campbell feels that the completion date will not change at bell

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14.5	4/23/12	Gutter covers	
		• MK&A will provide direction for covers to the gutters.	MK&A
14.6	4/23/12	 Auditorium Windows M. Rosa reported that City Council was concerned about the poor condition of the Auditorium windows that were restored in the 2004 project. Campbell will restore one of those Auditorium windows (selected by MK&A) via change order, to provide a model of the window restoration scope that was intended by the unfunded Alternate 6. Campbell will prepare a change order request for restoration of one window. 	Camp- bell
14.7	4/23/12	 Campbell will submit shop drawings and product literature soon on the lower level replacement windows, as there is a lead time for fabrication, and it would be good to schedule replacement early in the project to benefit occupants. 	Camp- bell
14.8	4/23/12	 Auditorium Lighting J.J. Bell will coordinate communications between J. Hafey and Bob Osten of Lam Partners, so that Mr. Osten can review the light fixtures that are proposed by the National Grid program for replacements at the Auditorium. Proposed fixtures, once determined, will have to be reviewed by MHC 	J. Hafey J.J. Bell
14.9	4/23/12	Next Meeting Next Restoration Commission meeting will be held on May 7, 2012 at 10:00am	

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