



MEETING NUMBER 15 MINUTES

Project: Gloucester City Hall Exterior Restoration
Gloucester, MA

Date of Meeting: May 7, 2012

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

David Campbell, Greg Campbell - Campbell Construction Group

Doug Manley – MK&A

Distribution: Restoration Commission, Campbell Construction, Deb Laurie

Meeting Summary

Item	Date	Subject	Responsibility
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Old Business

13.3	4/2/12	<p>Update on CDBG grant application</p> <ul style="list-style-type: none"> 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	<p>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.</p>	MK&A

13.4	4/2/12	<p>Approval of Invoices</p> <ul style="list-style-type: none"> The Commission voted to approve payment of MK&A invoices for the Bidding phase and for bid document printing and distribution. 	
	4/23/12	<p>The Commission voted approval of the most recent invoice from MK&A</p>	

	5/7/12	The Commission voted approval of the most recent invoice from MK&A, but requested that MK&A provide a receipt for the reimbursable FEDEX expense.	MK&A
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13.7	4/2/12	<p>Haz Mat Report</p> <ul style="list-style-type: none"> • 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 be 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 provided bid docs on 4/3. Campbell Construction presented 3 proposals today. MK&A will review the proposals and advise the Commission	
	5/7/12	MK&A reviewed proposals and recommended that Campbell Construction provide a Change Order request to use A-Best Company. Campbell Construction presented a Change Order for the asbestos removal at windows, and contractor, architect, and Jim Hafey signed it. Bill Sanborn will hand deliver to Donna Compton for the remaining signatures	

13.8	4/2/12	<p>Clock faces, weathervane</p> <ul style="list-style-type: none"> • 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
13.9	4/2/12	Project Sign <ul style="list-style-type: none"> Project 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 <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
	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. MK&A stressed the urgency to complete the installation to avoid potential fines from the MAAB. M. Rosa will approach Mayor’s Office and ask if the signs can be installed 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.	
	5/7/12	Update: Bill Sanborn reported that the issue was reviewed by Ordinance & Administration and would come before City Council on 5/8/12. The subject would then go to a public hearing on 5/22. City Council will ask that the signs be installed on an emergency basis until the public hearing can be held.	
14.1	4/23/12	Accessibility Review <ul style="list-style-type: none"> 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 	

	<p>5/7/12</p>	<p>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 site that will fit the existing elevator cab size.</p> <p>Update: Steve Dexter has talked to the Rose Baker Center, and they have promised to provide a chair or two from their surplus, when they have something available.</p>	<p>Commis-sion</p>
<p>14.3</p>	<p>4/23/12</p> <p>5/7/12</p>	<p>Site Safety Items</p> <ul style="list-style-type: none"> • 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. • B. Sanborn said that the temporary handrails that are installed at the south entry steps are acceptable. <p>Update: Additional lighting has been installed at the staging, and there have been no further complaints heard about lighting quality. Now that Campbell will be on site full-time, site gates will be locked at the end of each work day.</p>	
<p>14.4</p>	<p>4/23/12</p>	<p>Schedule Update</p> <ul style="list-style-type: none"> • 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. Campbell feels that the completion date will not change at this point 	

	5/7/12	Update: Staging was complete at the tower and west ventilators so that they have just been inspected by the erection engineer and turned over to Campbell as safe for their use. Carpentry crews will now be on site full time from now on. Campbell will provide an updated schedule at the next meeting in two weeks.	Campbell
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14.5	4/23/12	Gutter covers <ul style="list-style-type: none"> MK&A will provide direction for covers to the gutters. 	MK&A
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14.6	4/23/12	Auditorium Windows <ul style="list-style-type: none"> 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. 	Campbell
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14.7	4/23/12	Lower Level Replacement Windows <ul style="list-style-type: none"> 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. 	Campbell
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14.8	4/23/12	Auditorium Lighting <ul style="list-style-type: none"> 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
	5/7/12	Update: J. Hafey and Bob Osten talked last week. Mr. Osten feels that the National Grid fixtures are acceptable, but would like Jim to confirm that the fixture is about 36" diameter.	

New Business

15.1	5/7/12	Removal of Areaway Roof Covering <ul style="list-style-type: none"> The parts to the removed areaway roof covering should be removed from the site, as they will not be reinstalled. 	Campbell
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		<ul style="list-style-type: none"> MK&A will provide a sketch for snow railing in the roof valley above, for pricing by Campbell. 	MK&A
15.2	5/7/12	<p>Missing glazing at Tower window</p> <ul style="list-style-type: none"> There is no good explanation for the missing glazing at the tower window on the east side, but Campbell will investigate and replace. 	Campbell
15.3	5/7/12	<p>Access to Stage for public events</p> <ul style="list-style-type: none"> Commission discussed the use of the Auditorium stage for public events, given the MAAB decision that the stage can not be used for public events where there is no predictability of who will need to have access to the stage. Commission feels that there should be language in use agreements to outside groups that clearly states that if the stage is to be used, then the user group is responsible for providing a temporary lift to the stage. Craig Herrmann volunteered to research providers and costs for rental lifts. 	
15.4	5/7/12	<p>Corridor and Elevator Lobby is a collection space for junk</p> <ul style="list-style-type: none"> Jim Hafey will coordinate with the custodial staff to assure that junk will not continue to accumulate in the corridors and near the elevator lobby. 	J.Hafey
15.5	5/7/12	<p>Next Meeting</p> <p>Next Restoration Commission meeting will be held on May 21, 2012 at 10:00am</p>	

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