



MEETING NUMBER 21 MINUTES

Project: Gloucester City Hall Exterior Restoration
Gloucester, MA

Date of Meeting: July 30, 2012

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

Jeremy Campbell - Campbell Construction Group

Wendall Kalsow, 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	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.	
	6/18/12	Update: Information package was sent to MHC for their review on 6/14. Funds will be available as of 7/1/12. Bidding package will be the responsibility of DPW / Purchasing.	
	7/16/12	Update: MK&A received a letter of review from MHC approving the proposed MAAB work. The Commission will schedule a meeting with Jim Hafey to discuss schedule for proceeding with the MAAB work.	

	7/30/12	Update: The Commission will schedule a meeting on 8/6/12 to review status with Jim Hafey.	Com- mission
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.	
	6/18/12	Update: No time frame is definitely scheduled yet, but Campbell may have a crane on site to lift roof cresting to the ventilators. Bill Sanborn cautioned that crane use will have to be carefully budgeted and monitored, as some of its time will be for phase 1 work, some for phase 2 work, and some for additional separate contract work.	
	7/2/12	Campbell will investigate the cost of the upcharge for the use of a crane capable of reaching the weathervane, versus the cost for a smaller crane that they would use for installing roof cresting at ventilators, and lifting clock faces. In the meantime, Craig Herrmann will inquire about possible use of the crane currently employed at the Gorton’s site.	
	7/16/12	Update: Craig has gotten agreement from the contractor at Gorton’s to have their crane available for the weathervane repair, when Gorton’s work is done (hopefully in September). Campbell will do the weathervane repair. Commission will work to provide promotion and recognition of Gorton’s and their contractor.	
	7/30/12	Update: Ventilator cresting will be back from the galvanizer in a couple of weeks, and Campbell will schedule replacement of clock faces at the same time that cresting is installed.	

14.1	4/23/12	<p>Accessibility Review</p> <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 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. 	
	5/7/12	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.	
	6/4/12	Update: Steve Dexter has been checking in with the Rose Baker Center frequently to remind them, but nothing has been available yet.	
	7/2/12	Update: Craig Herrmann is delivering the chairs today. Steve Pardee volunteered to locate signage to label them as property of City Hall	
	7/16/12	Deb Laurie will check to see whether City sign department can label the wheelchairs.	
	7/30/12	Commission will ask Mike Hale if sign department can help label the wheelchairs.	
			Commission

14.5	4/23/12	<p>Gutter covers</p> <ul style="list-style-type: none"> MK&A will provide direction for covers to the gutters. 	
	5/21/12	Update: MK&A provided sketch and proposal request.	

		Campbell has provided a cost proposal. Committee agrees in principal with the proposal, but will hold off final decision until further into the project to determine contingency impact.	Open
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. 	
	5/21/12	Update: Campbell provided a cost proposal to restore one opening. Committee agrees in principal with the proposal, but will hold off final decision until further into the project to determine contingency impact.	Open
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. MK&A will provide a sketch for snow railing in the roof valley above, for pricing by Campbell. 	
	5/21/12	Update: Campbell provided a cost proposal for snow railing. Committee agrees in principal with the proposal, but will hold off final decision until further into the project to determine contingency impact.	Open
17.2	6/4/12	Visit to WW Woodworks <ul style="list-style-type: none"> Wendall K. suggested that the Commission might want to tour the WW Woodworks millwork shop, where the replacement mouldings are being produced, and where window restoration will take place. Commission will continue planning such an event, and develop an invitation list. 	
	6/18/12	Update: Visit will be scheduled for July 23. Jeremy Campbell will make arrangements with WW, and Commission will take care of invitations.	
	7/2/12	Update: Visit has been rescheduled for August 20.	Campbell Commission

19.2	7/2/12	<p>South Flagpole Campbell's installation of a flag at the south staging has been noticed from the harbor, and it illustrates what nice features the flagpole and balustrade were on the original building. MK&A will look at resurrecting their earlier sketches of the flagpole and balustrade, and Campbell will give some budget pricing, as these features may be interesting as stand alone donations to the building. A short window of opportunity exists, as there is currently good access available to the work.</p>	Commission
	7/16/12	<p>Update: Campbell will look into pricing. Commission stressed that this work would only be done if funded separately, and not with any contingency funds.</p>	
	7/30/12	<p>Update: Campbell provided pricing. \$70,244 for flagpole and balustrade. Flagpole only would cost about \$12,000. Commission will look into finding a separate funding source for flagpole.</p>	
19.3	7/2/12	<p>Steve Pardee will work with Campbell to identify what scrap parts currently stored in the attic can be thrown out, and Campbell will remove them.</p>	Campbell
	7/16/12	<p>Update: Campbell will remove stuff that is junk. If there are baluster parts from the original roof balustrade, they should be saved and their condition assessed.</p>	

New Business

21.1	7/30/12	<p>Progress Report Campbell has continued with stripping of south portico, and balustrade parts. Painters have been continuing on the cornice, and Campbell has been continuing cornice repairs. Wood trim repair and installation is continuing on the tower. Copper roofing is in progress on the tower and ventilators. Roof cresting is being fabricated at the metal shop. Replacement windows at ground floor are on order and are still a few weeks away from delivery. A crew of 10-13 is on site. Campbell feels that everything is on schedule.</p>	
21.2	7/30/12	<p>Commission voted to approve the most recent MK&A invoice.</p>	Record
21.3	7/30/12	<p>Commission voted leave the south portico ceiling as is (patch and paint) and not replace it with new.</p>	Record
21.4	7/30/12	<p>Campbell will coordinate with Jim Hafey regarding a best time to remove windows for restoration. Campbell will</p>	

		provide plywood enclosure, and will install temporary storm windows and install window air conditions where existing. Campbell estimates a 3 day process to remove and board up. Saturday work is a possibility, with no premium time.	Campbell
21.5	7/30/12	Campbell will turn over some salvage slate for attic storage for future repairs.	Campbell
21.6	7/30/12	MK&A will provide an updated accounting sheet of the current status of contract sum, proposed change orders, alternates, and contingency for the project	MK&A
21.7	7/30/12	Commission approved the following proposed items for change order: Replace 10 ventilator window sills \$7,805.00 Replace 20 portico balusters \$3,739.00 Replace structural mullions at lantern level \$2,524.00 Additional structural framing at south portico \$3,410.00	
21.8	7/30/12	Next Meeting Next Restoration Commission meeting will be held on July 30, 2012 at 10:00 am.	

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