



**MEETING NUMBER 25 MINUTES**

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

**Date of Meeting:** September 24, 2012

**Attendees:** Maggie Rosa, Bill Sanborn, Steve Dexter, Deb Laurie – City Hall Restoration Commission

David Campbell - Campbell Construction Group

Doug Manley – MK&A

**Distribution:** Restoration Commission, Campbell Construction

**Meeting Summary**

Item	Date	Subject	Responsibility
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Old Business

13.3	4/2/12	<p><b>Update on CDBG grant application</b></p> <ul style="list-style-type: none"> <li>Commission had applied for grant funding for auto door operators and toilet room renovations that are required for MAAB compliance.</li> <li>The scheduled date for announcements is April 6.</li> </ul>	
	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.	

	8/13/12	Update: Deb Laurie reported that CDGB funds should be used by July 1, 2013. Commission will approach Jim Duggan to see if there is support to apply for additional funds for MAAB work. Jim Hafey reported that work on MAAB items can't begin until his forces are freed up after Labor Day.	
	8/27/12	Update: Commission will follow up to see if Mike Hale has had a discussion with Jim Duggan re: funding of the MAAB work.	
	9/10/12	<b>Update: DPW has started doing some of the MAAB items, and will continue work.</b>	

<b>13.8</b>	4/2/12	<p><b>Clock faces, weathervane</b></p> <ul style="list-style-type: none"> <li>• Campbell has the replacement clock faces in hand, and will install them when staging is up.</li> <li>• 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.</li> </ul>	
	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	

		<p>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.</p>	
	7/30/12	<p>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.</p>	
	9/10/12	<p>Update: Campbell intends to reglaze all 4 sash from the cupola level, and new glass has been installed at clock faces. Electric Time Company will come to the site to re-install the hands, and provide a piece at the hand shafts to prevent future breakage.</p> <p>Weathervane: Commission will ask David Stotzer to try to photograph the weathervane in its current condition. Commission will reach out to the original fabricator of the weathervane, to see if there are ideas for its repair. Goal is to have as much planning in place as possible prior to the repair day, when the crane will be onsite.</p>	
	9/24/12	<p><b>Update: The replacement clock faces are installed, and Campbell is coordinating with Electric Time to get a bushing for the hand shaft penetration.</b></p> <p><b>Update: current plan for the weathervane is to bring it to the ground via the Gorton's crane. Campbell Construction will conduct repairs and then it will be reinstalled, all during one day. Date not yet established.</b></p>	Campbell

19.2	7/2/12	<p><b>South Flagpole</b></p> <p>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&amp;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>	
	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.</p>	

	8/27/12	Commission will look into finding a separate funding source for flagpole.  MKA is working on details for attachment, and has been talking to a supplier, with the goal to identifying an accurate cost for the flagpole and its installation.	
	9/10/12	Update: MKA has identified a supplier, and gotten a quote for flag and pole only. MKA will continue to define scope of hatch work, lighting, and pole attachment, so that Campbell can provide complete pricing.	
	9/24/12	<b>Update: MKA provided detail sketches of the required structural reinforcement to the building. Campbell will provide an updated cost proposal.</b> <b>MKA has a proposal for \$1750 for lighting design, and an estimate of \$5000 for lighting fixture cost from Ripman Lighting Design. Commission will review and advise re lighting design</b>	<b>Campbell</b>  <b>Commission</b>
<b>21.5</b>	<b>7/30/12</b>	<b>Surplus Slate</b> <b>Campbell will turn over some salvage slate for attic storage for future repairs.</b>	<b>Campbell</b>
<b>22.3</b>	<b>8/13/12</b>	<b>Auditorium Lighting</b> Jim Hafey reported that the Auditorium lighting replacement is scheduled for Sept 10.	
	<b>9/24/12</b>	<b>Update: Installation of the semi-recessed ceiling fixtures is complete. Pendant fixtures still need to be installed</b>	
<b>22.4</b>	<b>8/13/12</b>	<b>Pointing of Sandstone Band Course</b> MKA recommends pointing of the head joints of the projecting sandstone band course, while staging is in place, if funding will allow. Commission asked MKA to prepare a cost proposal request for this work.  <b>Update: Campbell will provide a cost proposal. MKA to review a temporary repair to address displacement cracks at Auditorium window heads.</b>	<b>Campbell</b> <b>MKA</b>

**NEW BUSINESS**

25.1	9/24/12	<p><b>Progress Report</b>  <b>Primer and one coat of finish is complete at the tower. Additional caulking and a final coat will be applied, balusters need to be installed and painted, and bird deterrent needs to be installed to complete the tower. Campbell anticipates that the ventilator structures will be complete by the end of this week, and then the staging will be removed so that the remaining roof areas can be completed. Ground floor replacement windows have been installed. Wood parts for porticos and window sash restoration is in progress at the WW Woodworks shop. Intent is to repair porticos after the majority of staging is down.</b></p>	
25.2	9/24/12	<p><b>Detailed schedule</b>  <b>Campbell will provide a more detailed schedule, taking us to the end of the project, for the next meeting.</b></p>	Campbell
25.3	9/24/12	<p><b>Final tune-up of bell and clock</b>  <b>The Commission will arrange to have a final tune-up of the clock and bell at the end of the project.</b></p>	Commission
25.4	9/24/12	<p><b>Next Meeting</b>  <b>The next meeting is to be determined.</b></p>	

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