



MEETING NUMBER 32 MINUTES

Project: Gloucester City Hall Exterior Restoration
Gloucester, MA

Date of Meeting: January 28, 2013

Attendees: Maggie Rosa, J.J. Bell, Steve Dexter, Steve Pardee, Jan Bell- City Hall
Restoration Commission

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>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.	
	8/13/12	Update: Deb Laurie reported that CDGB funds should be used by	

		<p>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.</p> <p>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.</p> <p>9/10/12 Update: DPW has started doing some of the MAAB items, and will continue work.</p> <p>10/09/12 Update: Work has been progressing on thresholds; carpentry work of revisions to the transaction counter, and hardware will be done soon. Deb Laurie and Jim Hafey will get together on the purchase order process involved for Jim to access the CDGB funds for toilet rooms, auto operators, etc.</p> <p>11/19/12 Work is still in progress. MKA provided sketches for exterior railings that would be required per the MAAB agreement. Jim Hafey will get pricing information. Deb Laurie and Jim Hafey continuing to look at allocation of the grant funds and procurement.</p> <p>12/03/12 MKA recommended that the exterior handrails be color galvanized with a shop applied color finish done by the galvanizer.</p> <p>1/07/13 Jim Hafey reported via phone that he is waiting for additional quotes for exterior railings.</p> <p>1/28/13 J.J. Bell will call Deb Laurie; Steve Dexter will call Jim Hafey to inquire on status, particularly for:</p> <ul style="list-style-type: none"> - Exterior Railings - Interior Railings - Door Operators - Elevator indicators - Toilet Rooms 	
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21.5	7/30/12	Surplus Slate Campbell will turn over some salvage slate for attic storage for future repairs.	Campbell
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27.2	10/22/12	<p>Additional Scope to be Funded from Contingency Attendees discussed the current contingency status, and voted to move forward with Alternate 5 repair of 1st floor windows, and Alternate 7 replacement of lower level windows on the east side. Any remaining contingency after that will be used for additional</p>	
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	11/19/12	individual window repairs, as far as budget allows. Update: Cost proposal for these items is still needed from Campbell.	
	12/03/12	Campbell will provide a cost proposal once the mock-up is completed, and a more definite determination of cost can be made.	
	1/07/13	A Change Order should be generated for lower level windows now (\$31,500)	
	1/28/13	A Change Order for the lower level windows, and a time extension to May 31 has been produced and signed by Contractor and Architect. Maggie will forward to Deb Laurie. Windows have been installed.	
30.3	12/03/12	Tears in the Bird Netting MKA reported that the bird netting on the east side of belfry was torn. Campbell to investigate.	Campbell
	1/07/13	Campbell has made a temporary repair that makes the netting tight for now, but will come back for a more permanent repair	
31.2	1/07/13	Emergency Leak Mitigation Campbell secured the window above the City Clerk's office and will submit an invoice that will be paid from an account separate of this project. Commission will check with Jim Hafey on the status for ceiling repair	

NEW BUSINESS

32.1	1/28/13	Progress Report Lower level replacement windows have been installed. Work is stopped for the winter, but Campbell will return to complete carpentry and painting of the porticos and complete the installation of restored windows	
32.2	1/28/13	Restored Window Details MKA and Campbell are working on product selection and mock-up for weatherstripping of steel hopper windows. MKA will look into whether chains were on the original windows (to stop them from opening too wide) and if chain can be added.	Campbell MKA

32.3	1/28/13	Additional CPC funding Maggie Rosa will submit a preliminary application to the CPC (due 2/1/13) to request \$150,000 to complete the window restoration. J.J. Bell cautioned that there may be a large demand for recreational funding by CPC this year.	Commis- sion
32.4	1/28/13	Additional CDBG Funds Commission will approach the City for another CDBG grant for additional funding for the stage access project. There is a March 1 deadline for application.	Commis- sion
32.5	1/28/13	Additional Funds for Window Restoration J.J. Bell indicated that there may be some City funds available for additional window restoration, and that the Commission should inquire with Jim Duggan, once the quote for additional first floor window restoration has been provided by Campbell.	Commis- sion
32.6	1/28/13	Next Meeting The next meeting will be held at 10:00 a.m. on Monday, February 25, 2013.	

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