

**CITY HALL BELL/CLOCK PROJECT BUILDING COMMITTEE MEETING
SUMMARY OF MEETING HELD ON MONDAY AUGUST 30TH 2010**

Location: Third Floor Conference Room, City Hall.
Present: J.J. Bell, Steve Dexter, Steve Pardee, Maggie Rosa, Bill Sanborn
Absent: Mark Cole,

MINUTES OF PREVIOUS MEETING

Minutes of the August 2nd meeting were approved unanimously.

During the meeting we tried to contact David Campbell but were unsuccessful. J.J. had also tried to get an update on the timing of the project.

Maggie reported that Donna Compton has asked whether a Change Order for completion date extension was needed. Review of the contract indicated that this was necessary. Maggie will follow up with David Campbell.

McGinley Kalsow & Associates invoice 0002773 for \$1,125 was unanimously approved. This represents work performed in June and July. Maggie will request a more complete description of the efforts performed. The mailing address used by MKA was incorrect but future invoices will be emailed to Maggie.

Meeting adjourned at 10:30 am
Next Meeting; September 13 at 10:00a.m.

**CITY HALL RESTORATION COMMISSION MEETING
SUMMARY OF MEETING HELD ON MONDAY AUGUST 30TH 2010**

Location: Third Floor Conference Room, City Hall.
Present: J.J. Bell, Jan Bell, Steve Dexter, Steve Pardee, Maggie Rosa, Bill Sanborn
Absent: Mark Cole, Mary McCarl,

Minutes of Previous Meeting

Minutes of the August 2nd meeting were approved unanimously.

Resheathing of interior walls of the tower

Bill mentioned that the city now has a carpenter and so DPW should look at the tower to see whether the job could be done by them.

Maggie to send an email to Bill to remind him to ask Mark Cole about this issue.

Funding Opportunities

Jan mentioned that the Beauport Chronicles (?) event that she had been looking into as a fundraiser should be postponed until a later date.

Jan also mentioned that Janet Ware has a wonderful photo of the tower that should be used in fundraising.

Bill pointed out that any stationery, including the flyer, should include the City logo and be approved by the Mayor's office.

Progress is being made on the quilts depicting city neighborhoods. It was agreed that the next meeting should be held at the Rose Baker Senior Center so the that commission may view these quilts.

J.J. asked if anybody knew anything about the 1776 Foundation. As no-one did, Mary volunteered to search the internet.

Non-contiguous NHL District Update

J.J. will contact Mary to get an update and to provide her with Anita Blackaby's contact information. Anita is the Director of the House of Seven Gables. She lives in Gloucester with her husband Tom Dexter (no relationship to Steve) and is an expert on NHL applications.

CPA Application

J.J. said that the CPC will be meeting during the week of September 6. He thinks that it is unlikely that our application for \$3.6 million will be approved but that a smaller amount might be successful.

Maintenance Issues

An update is required.

The list is as follows, with responses from Mark below;

1. The gutters and downspouts need cleaning and refastening.
Will be addressed this month
2. Plastic tarp needs to be removed by Treasurer's window(after gutters are cleaned).

Will remove once the gutters and downspouts are cleaned

3. Section of railing in parking lot near Mayor's spot needs to be welded back in place.

Will ask mechanics to weld this month

4. Remove old blue barrel from entrance roof.

Will remove by end of this week

5. Schedule prisoners to do attic cleaning, tower cleaning, and grounds cleaning(if productive otherwise never mind).

Can you be more specific on the attic and tower cleaning? I think we can ask the YMCA Clean Team kids to some work around the exterior on a Saturday.

6. Check out status of smoke/heat detectors in tower and building.

Will ask the electrician to do a review of the building and then we can put a bid package together to upgrade the system

7. Check ventilator boxes to assure communication to the roof vents.

Will check this week.

In addition Steve Dexter pointed out that the tower windows that have wood instead of glass should be taken care of, by installing glass.

Meeting closed at 11:30 a.m. Next Meeting; September 13th at 10:30 a.m. at the ROSE BAKER SENIOR CENTER.

Invoice

McGinley Kalsow & Associates, Inc.
Architects and Planners (617) 625-8901
324 Broadway, PO Box 45248
Somerville, MA 02145

August 12, 2010
Project No: 1539.01
Invoice No: 0002773

Gloucester Fund City Hall Restoration
Attn: Maggie Rosa
45 Middle Street
C/O City Hall, 9 Dale Ave.
Gloucester, MA 01930

Project 1539.01 Gloucester City Hall Clock/Bell Amend #1
Per proposal dated 8/27/09; P.O. # 1002399

Professional Services from July 01, 2010 to July 31, 2010

Professional Personnel

	Hours	Rate	Amount
Employee			
Almeda, Mark	5.00	125.00	625.00
Totals	5.00		625.00
Total Labor			625.00

Billing Limits	Current	Prior	To-Date
Total Billings	625.00	1,062.50	1,687.50
Limit			3,480.00
Remaining			1,792.50
		Total this invoice	\$625.00

Outstanding Invoices			
Number	Date	Balance	
0002758	7/21/2010	500.00	
Total		500.00	
		Total Now Due	\$1,125.00

Please remit to PO Box above. Terms: Net thirty days. Thank you.