

**Gloucester Lyceum & Sawyer Free Library  
Building & Grounds Committee – Meeting Minutes  
Monday, May 14, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, May 14, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

---

**Attendance:** Fred Cowan, Chuck Everett, Kecia German, and Library Director Deborah Kelsey

**Not present:** Scott Memhard and Daniel Ottenheimer

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of April 9, 2018 minutes. Kecia moved to approve the minutes as presented Chuck seconded; the minutes were approved unanimously.
4. Interior Update – Fred Cowan
  - a. Monell Building windows – Fred and Deborah asked Jose the Painter to make minor repairs and touch up where the old window shades were removed. An invoice of ~\$3,000 has been paid. The Curtain Shop is due in tomorrow to put up the new shades and valences. They will also look at Muzzey Room windows.
  - b. Preferred Air (see attached) – They have submitted a proposal for updating the Children’s Library and the first floor and second floors. Fred would like to authorize \$3,000 to address the Preferred Air proposal of April 19 to add zones to the AC system and improve temperature regulation on the first and second floors. Chuck moved to approve the work for the first and second floors at a cost not to exceed \$3,000. Kecia seconded and the motion was approved unanimously.
  - c. Changing tables for bathrooms – In response to a request from staff, Fred submitted a request to the DPW to install changing tables in the children’s bathrooms. They are willing to supply labor. We need to purchase tables and research health code requirements. Fred will ask George Leavitt to investigate.
  - d. Bench in the Matz Gallery – Dan Ottenheimer noticed that the bench needs to be reupholstered. Deborah noted that it has been a tripping hazard. Fred suggests replacing it with a metal bench similar to one seen at the Hamilton-Wenham Library. Deborah will follow up with Hamilton-Wenham for cost and vendor.

- e. Floor mats at the entrances – They tend to curl and sometimes prevent doors from opening and/or closing. Deborah will ask custodian Matt Theken to select the type of mats he would like.
  - f. Fire doors to the stairwells – The doors were recently painted, covering the word STAIRS that was stenciled on the doors. Fred would like to replace with signs that include Braille or raised letters. Deborah pointed out that we still need signs inside the stairwells indicating the floor. It was agreed that this is a more appropriate project for B&G, leaving Corporate Communications Committee free to address external signage. Fred will get an estimate from Cheryl’s Signs.
5. Exterior Update – Fred Cowan & Kecia German
- a. Bike racks – They have been delivered. The DPW paid for them. Fred will ask Rose LoPiccolo, from the DPW office, to send us a bill so we can reimburse the DPW.
  - b. Lyceum Art Committee – Fred is meeting with them on Thursday the 17<sup>th</sup> to brainstorm possible locations for sculpture exhibits on the grounds.
  - c. Play Area outside the Children’s Library – Dan Ottenheimer provided a lead for a landscape designer, Copley Wolff Design Group-Boston MA, (Copley-wolff.com) with playground experience. John Brennan has asked that we keep the design simple in order to keep the cost down. Fred will contact Copley Wolff for a consultation and contact DPW re: installing artificial turf where there had been pea stone.
  - d. Sprinklers – We received an estimate from Olson Irrigation for \$470 to create a separate zone for the Saunders House. Mern would like them to investigate for leaks; Kecia will clarify with Mern. Kecia moved to approve the Olson proposal, Fred seconded and the motion was approved unanimously.
6. Open tickets – Fred Cowan
- a. Fire Suppression system – Deborah unearthed historic documents on the system and shared them with Fred. He is sifting through them to decide the best way to move forward. Fred and Deborah asked the DPW about the best person(s) to talk to about the system but received no answer. Deborah suggests we go through the Fire Department.
  - b. Repositioning the light for the DVD display – This requires an electrician.
  - c. Elevator buttons – The “Stop” button is broken and sinks into the panel when pushed. None of the buttons lights up in the panel. The City has a maintenance contract with an elevator company; we are number 12 on the list.
7. Security update – Fred Cowan

- a. Security Personnel - Deborah is working with City unions to create a union position in ASME-A (in the same union with custodians). Human Resources and City administration have agreed to this plan; we still need to negotiate with the DPW and the union. Deborah called Cape Ann Museum for a job description and pay scale for security staff. She will develop job description and share it with the City. This would involve adding 1.5 people or expanding the number of custodians.
  - b. Security Cameras – We have a quote of \$27,662 to install cameras. Fred will ask SideBand if that is the amended quote.
    - i. Regardless of what we decide for camera-installations Fred requested an invoice from them and wants to pay for SideBand Security’s Chief Engineer’s evaluation of our needs. Chuck moved to pay the expense of \$3,375. Kecia seconded and the expense was approved unanimously.
  - c. Access to bathrooms – Options are to allow access with a library card or remove locks from the bathroom doors. The library card option raises technology complications and privacy concerns. Removing locks would require first installing changing tables in a secure or lockable space such as the children’s bathrooms.
  - d. Panic buttons – Deborah is investigating mobile devices that would enable the staff to notify the police when there are issues. We have three personal devices already. Once those have been tested out we will purchase more. We will also install wired alarms at the desks.
8. Concerns of Members
- a. Folding tables – The folding tables we have are not in good shape. Deborah would like to purchase replacement tables from Creative Office Providian. Fred moved to approve Deborah looking into prices to purchase of tables. Kecia seconded. The motion was approved unanimously.
  - b. Friends Book Sale and Table – Kecia will be here tomorrow at 11:00 to get tables in place for the book sale this week. Deborah will remind Matt Theken.
9. 5:30 Adjourn. There being no further business the meeting was adjourned.
10. Next meeting: June 11, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Fred would like to authorize \$3,000 to address the Preferred Air proposal of April 19 to add zones to the AC system and improve temperature regulation on the main and mezzanine floors. Chuck moved to approve the work for the main and mezzanine floors at a cost not to exceed \$3,000. Kecia seconded and the motion was approved unanimously.

Kecia moved to approve the Olson Irrigation proposal to create zones in the irrigation system. Fred seconded and the motion was approved unanimously.

Fred requested we pay \$3,375 for SideBand Security's evaluation of our needs. Chuck moved to pay the expense. Kecia seconded and the expense was approved unanimously.

Fred moved to approve Deborah looking into prices at Creative Office Providian to replace folding tables. Kecia seconded. The motion was approved unanimously.

### **Actions Summary**

Fred will ask George Leavitt to research health code requirements for changing table installation and placement in public areas and bathrooms.

Deborah will ask the Hamilton-Wenham Library for cost and vendor details for a metal bench seen in their facility as a potential replacement for the bench in the Matz Gallery.

Fred will get an estimate from Cheryl's Signs for stairwell signs with Braille and/or raised letters. These would include signs indicating entrance to the stairs and signs inside the stairwells indicating the floor.

Fred will contact Copley Wolff Design Group for a consultation on installing a playground outside the Children's Library. He will also contact DPW re: installing artificial turf.

Kecia will clarify with Mern Sibley about Saunders House desires for the irrigation system.

Deborah will develop a job description for security personnel/custodial staff and share it with the City.

Fred will ask SideBand Security if their recent quote of \$27,662 to install cameras is an amended quote.

Deborah will remind Matt Theken that tables need to be set up for the Friends Book Sale.



George Leavitt & Associates

P.O. Box 648 Beverly, MA 01915  
www.PreferredAir.com / Email:Pair8282@aol.com  
Phone: (978)750-8282 / Fax: (978)927-1673

**Job Location**  
Sawyer Free Library  
Dale Ave  
Gloucester Ma.

We are pleased to quote the price for the following

**Provide and install the following for children's area -----\$19,257.64**

1. Install one Mitsubishi 48,000 btu multi zone M series **H2I heat pump** system location to be determined
2. Install two Mitsubishi 24,000 btu indoor units on outside walls on each side of room area, **coring will need to be done**
3. Set and mount condenser on mounting stand & pad at ground level
4. Install Branch box. location to be determined
5. Connect refrigerant lines to branch box & outdoor unit
6. Evacuate and leak test refrigerant line with nitrogen.
7. Run drain lines to the outdoors
8. Install wall thermostats in proper locations
9. Cover pipes with line chase as it comes out from building
10. Start and test operation of systems in heat & cool modes
11. All work to be done during normal working hours. Monday through Friday
12. Before any work is to begin a complete walk through will be done
13. Electrical by Preferred Air for condenser & air handlers only

**Provide and install the following for children's area -----\$670.00**

1. Cap & patch three existing supply runs
2. Remove grills from ceiling
3. Cap return opening

**Provide and install the following for children's area -----\$6670.49**

1. Install ERV system above ceiling space if possible.
2. Install one supply run & one return run in each area of room space
3. Install one **GRF UV light system** in ERV duct system
4. Install one exhaust & one supply to the outdoors with outdoor covers
5. Seal & insulate all duct work, per code.
6. Grills to be installed in ceiling
7. Install timer control
8. Start & test operation of system
9. **Coring will need to be done**

**Provide and install the following for main level area -----\$876.93**

1. Install two 7 inch supply runs over front entrance way
2. Install flex pipe & fittings
3. Set & mount two #821 grills in ceiling
4. Test air flows

**Provide and install the following for main level & second floor level areas -----\$1789.61**

1. Install one Honeywell Programmable thermostat on main level
2. Install one averaging sensor control at second floor area, near return
3. Wire in controls
4. Start & test operation of system in heat & cool modes

**Customer's obligation;**

Painting	Carpentry work	Parking area for work trucks
Work areas to be cleared	Landscaping	Building permits
Electrical upgrades & sub panels	Roof work	Engineering stamps
Asbestos removal	All plumbing	Access to building
Air duct pressure testing	Hot water system	Historical issues
Permission from association	All Coring of block walls	

**Note;**

- \*\*Standard heat pumps from Mitsubishi will heat down to 17 degrees
- \*\*H2I heat pumps from Mitsubishi will heat down to -13 degrees below zero
- \*\*Snow must be removed from condensers for proper operation

ALL WORK TO BE DONE IN A PROFESSIONAL WORK MAN LIKE MANNER.

PRICE DOES NOT INCLUDE ANY UNFORESEEN PROBLEMS THAT MAY ARIES DURING CONSTRUCTION.  
Painting, patching and carpentry work not included in the above quote.

**Warranty:**

Preferred Air -One-year parts and labor.  
Manufactures- Seven year on compressor and coils, seven years on parts, no labor  
All warranty work to be done during normal working hours Monday through Friday

**Payments to be made as follows:**

40% down, 30% upon delivery of equipment, balance due on start up.

We are amply protected with workers compensation, public liability and property damage insurance with all work performed on your premises, by our employees and sub-contractors. Certificates are available upon request.

We recommend regularly scheduled maintenance to keep new equipment in proper running condition, & to keep manufactures warranty & Preferred Air warranty valid. Preferred Air preventive maintenance contracts are available to protect your new equipment.

Acceptance of proposal; The above quote is hereby accepted with specification & conditions as stated.  
Preferred Air is authorized to do the work as specified.

Quote valid for 20 days

 Date 4-19-10  
Thomas Favazza

\_\_\_\_\_ Date \_\_\_\_\_  
Duly Authorized

NOTICE OF RIGHT TO CANCEL: YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. AFTER THE THIRD DAY 10% RESTOCKING FEE WILL BE APPLY