

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, August 13, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, August 13, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett, Kecia German, Library Director Deborah Kelsey, and guest Mern Sibley

Not present: Scott Memhard, Dan Ottenheimer

1. 4:30 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of July 9, 2018 minutes. Chuck moved to approve the minutes as presented. Kecia seconded and the minutes were approved unanimously.
4. Exterior Update – Fred Cowan
 - a. Hiring a landscaper – Kecia German
 - i. We had estimates submitted from three landscaping companies based on guidelines from Kecia for spring and fall clean-ups plus summer maintenance (see attached):
 1. Holdsworth: \$125/hour consultant fee plus landscapers;
 2. CATree: \$720/week for six months (~\$17,000 annually)
 - a. Matthew Natti to oversee all things Beech Tree;
 3. JPL: Six months (~\$15,000 for the year).
 - ii. Kecia moved to hire Pat Low of JPL Landscape for one year to provide care. Chuck seconded and the decision was approved unanimously. Joe Poirier (former caretaker of the Dale Avenue apartments) is currently doing the care. Joe will continue through this season and Kecia will ask JPL to come in October for a smaller fall clean-up this year.
 - iii. Matthew Natti will continue to provide beech tree care.
 - b. Solution to the irrigation system
 - i. It is currently shut off due to multiple breaks in system. Matt Theken turns it on to water as needed.

- ii. Fred suggests asking Pat Low of JPL to offer some recommendations for better systems. Kecia will schedule a walk-through with him.
 - c. Update family-friendly space
 - i. No word from Copley-Wolff for Children's Play Area designs.
 - ii. Fred is looking for suggestions for an alternative source for mature plantings in the raised garden.
 - d. Fountain: Fred sent an inquiry to Robert Shure for hard-shell cover for fountain. Waiting to hear back.
- 5. 4:45-5:00 Matthew Natti arrived to talk about the beech tree. We took a trip out for a first-hand look. The tree suffers from *Phytophthora* bleeding canker and an infestation of oyster mushrooms; but are controllable but not curable. He recommends removing the fothergilla bushes at the base of the tree and will administer a dose of an experimental growth retardant hormone at the roots of the tree.
- 6. Saunders House Update – Mern Sibley
 - a. Dash Drains inspection. Most of the drains are in good shape, but the gutters need cleaning. Mern suggests an annual cleaning. Fred has asked George Leavitt to arrange for gutter cleaning.
- 7. Interior Update – Fred Cowan
 - a. Curtain Shop installed the two remaining 2nd floor shades.
 - b. 2nd floor Split Carpet Repair. Kecia reported that the carpeting has been ordered.
 - c. Ground floor air quality: Preferred Air is at work in the Children's Library. It's going smoothly. When that is done they will begin phase two in the Friend Room.
 - d. Stairwell way-finding signs: Colleen Anderson of Good Harbor Graphics has been working with Fred on design ideas. She is pricing out different materials and will present design ideas to the Committee at a future meeting.
 - e. Fire Suppression System: Fred has been in correspondence with Fire Chief Eric Smith re: next steps with the fire suppression system.
 - f. Security Cameras: SideBand has completed installation of cameras and has billed us. City IT needs to connect to the system. Electrical work is pending upgrade of the City phone system by James Pope. Deborah has been overseeing and will make sure all parties are in touch with each other.
 - g. Public bathrooms: Staff suggested keeping them unlocked. Deborah has been weighing pros and cons of this. It has been proposed that the current ladies' room would be for anyone and ADA compliant for children and the current men's room would be fully ADA compliant. This would mean gutting the men's room; Fred also suggests adding floor drains at that time. Fred will ask George Leavitt for a design proposal and to prepare a quote.

8. Open tickets – Fred Cowan
 - a. Fire Suppression System

9. Other
 - a. Security / Safety personnel update – Fred Cowan
 - i. Fred and Fran Aliberte have reached out to Joe Biondo, the AFSCME union President to discuss the custodian position negotiations. Fred would like to arrange to hire an outside safety firm for constant coverage during hours of operation.
 - b. Electric powered equipment – Fred Cowan
 - i. All gas-powered equipment will be replaced with battery-powered options. Stihl equipment has been selected for all pieces except the snow blower.
 - c. Repair & Maintenance/Property Management Manual
 - i. Fred had asked for a volunteer from the Committee. When no one stepped up Fred suggested asking Jim Hafey, formerly of the DPW, to put it together with help from Chuck. Mr. Hafey is a licensed property manager. Chuck agreed and Fred will arrange an introduction.

10. Concerns of Members.
 - a. Cutting back or removing forthergilla bushes at the base of the beech tree as per: Matthew Natti's suggestion. Kecia will work with Pat Low to decide where in the garden the plants will be moved and then with Natti to arrange for the removal and re-planting of the shrubs.

11. Adjourn

12. Next meeting: September 10, 2018 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved to hire Pat Low of JPL Landscape for one year to provide care. Chuck seconded and the decision was approved unanimously. Joe Poirier (former caretaker of the Dale Avenue apartments) is currently doing the care.

Actions Summary

Joe Poirier will continue garden maintenance through this season and Kecia will ask Pat Low of JPL Landscaping to come in October for a smaller fall clean-up this year.

Kecia will schedule a walk-through with Pat Low to brainstorm on repairing/replacing the irrigation system.

Deborah will make sure all parties involved in camera installation, accompanying electrical work and phone system upgrade are in touch with each other.

Fred will ask George Leavitt for a design proposal and to prepare a quote on renovating the adult bathrooms on the ground floor.

Fred will connect Chuck with Jim Hafey, a licensed property manager. Chuck will work with Mr. Hafey to create a Repair & Maintenance/Property Management Manual.

Kecia will work with Pat Low to decide where in the garden the fothergilla shrubs will be moved and then with Natti to arrange for the removal and re-planting of the shrubs.

Report of meeting and tour of the Library grounds by Matt Nati of Cape Ann Tree Service and Chuck Everett. July 20, 2016, including recommendations and approximate cost estimates for work to be done this summer on the major Sawyer Library trees.

The tour circled the site clockwise beginning with the large Beech tree.

1. **Beech:** Noted several weeping cankers, a sign of active disease that could be successfully treated now with
 - a. deep root feeding Cost: \$ 250
 - b. systemic fungicide treatment using recently developed effective chemicals Cost \$250-300
2. **Crab Apple** (at main entrance): Remove suckers. Cost: \$ 100
3. **Honey Locust:** Remove large limb currently extending close to building; lightly thin particularly where branches overhang sidewalk. Cost: \$400-600
4. **Crimson King Maples (2):** No work needed this year.
5. **Columnar Sweet Gum (3):** Trim every 4-5 years beginning next year. Consider cabling to building in future to stabilize.
6. **Kousa(sp.) Dogwood:** Remove dead tree and replace with same. May have been damaged before or during planting. Cost: \$ 600-700
7. **Kousa Dogwood:** thin next year.
8. **London Plane:** Replace dead tree-possibly with flowering Crab Apple or grasses. Consult Hilary.
9. **Honey Locusts (3)** at entrance to parking . Need light trimming. Cost for all: \$ 100



PROPOSAL FOR LANDSCAPE MANAGEMENT SERVICES

Sawyer Free Library

Gloucester, Ma.

July 8, 2018

Scope of work:

Attached is a proposed scope of improvements and maintenance to library grounds.

Hilarie Holdsworth Design, as independent contractor, proposes to assume a consultancy role in managing the ongoing care and maintenance of and improvements to the Sawyer Free Library Grounds. Hourly records will be kept and invoiced monthly, at a rate of \$125.00 per hour.

I propose to coordinate, monitor, and schedule regular maintenance visits by an approved landscape contractor, and to advise the Building and Grounds Committee on the general health and aesthetic quality of the grounds.

Contract Acceptance:

If this proposal is satisfactory, please sign and return one copy to me by July 22, 2018.

Submitted by: *Hilarie Holdsworth* Hilarie Holdsworth Design

Date: July 22, 2018

Accepted by: _____ Date: _____



HILARIE HOLDSWORTH
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JPL Landscape Solutions, Inc.

6 Cedar Lane
 Gloucester, MA 01930

Estimate

Date	Estimate #
8/9/2018	332

Name / Address
Sawyer Free Library Kecia German 2 Dale Ave. Gloucester, MA 01930

			Project
Description	Qty	Rate	Total
Spring clean up of the property (April). All beds and common areas would be cleaned out and plants pruned as needed. Beds would be re-mulched with 15 yards of pine bark mulch and treated with Preen weed control.	1	5,200.00	5,200.00
Monthly maintenance of the property during the growing season (May - October). Service to include weeding, pruning, and general care of the property and grounds. Up to 24 man hours a month would be devoted to keeping the property maintained. We would work closely with the Buildings & Grounds Committee to ensure the property remains in beautiful condition.	6	1,200.00	7,200.00
Fall clean up of the property (November). Complete clean up of beds and common areas. All leaves and debris would be removed.	1	2,900.00	2,900.00
We look forward to working with you!		Total	\$15,300.00
www.jpllandscapesolutions.com		978-281-0248	