

Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, July 10, 2017

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on Monday, July 10, 2017 at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

In attendance: Fred Cowan, Chuck Everett, Kecia German, Dan Ottenheimer, Mern Sibley, and Beth Pocock

1. Call to Order
2. Welcome and Recent Developments
The privet hedge bordering the parking lot with the Temple is overgrown. Chuck will ask Cape Ann Tree (CAT) if it should be trimmed.
3. Approval of May 8, 2017 minutes
The July meeting date was corrected. Kecia moved to approve the minutes as amended. Chuck seconded and the minutes were approved unanimously.
4. Interior Update – Kecia German
 - Children’s Room Carpeting
 - Kecia brought in some softer samples that are only available in long runners rather than in the squares we had hoped to use. If those don’t appeal Beth will look into the state contractor site for options.
 - Breakroom Furniture (couch and table)
 - Kecia asked Beth to provide preferences on style and color of each.
 - Gail Mondello will work on this and bring suggestions to Kecia.
 - Locksets
 - Deborah’s office and the staff room door are the only remaining replacements needed. The hardware is purchased. We’ll give Mr. Whitmarsh more time.
 - Teen Area Furniture
 - They have chosen a sofa. The Friends are paying for it.
 - Air Conditioning
 - The RTU HVAC system is not cooling consistently on all floors (Children’s Library is freezing, Mezzanine is too hot).
 - Fred toured the facility with a representative from TESnowden who suggested installing temperature-controlled baffles.

- This needs to be done ASAP, but it's not clear if this is covered under the warranty. If not, we will get an estimate in the form of a change order.
- Dan wondered if there was a short-term mechanical solution to limit cold air coming in to the Children's Library.
- Beth noted that changing the angle of the blowers would likely help.

5. Exterior Update – Dan Ottenheimer

- Cape Ann Tree
 - The spring clean-up work was much more labor-intensive than anticipated.
 - CAT presented us with two invoices asking us to choose what we would pay: 1) At their full rate of \$5,900 for the work performed; 2) At a discounted break-even rate of \$3,700.
 - Fred moved we extend up to \$4,000 to settle the invoice. Kecia suggested paying somewhere in the middle of the two invoices. After discussion Fred amended his motion not to exceed \$4,800. Chuck seconded and the motion was approved unanimously.
 - Dan spoke with CAT about installing boulders to protect the irrigation system between us and Central Grammar's parking area and adding gravel on the banking between us and the Temple to slow erosion.
 - Replacement plantings are on their schedule for next week.
- Parking lot and the Temple
 - Digging a trench across our lot is on hold until the Temple verifies their easement.
 - Scott Memhard sent Arley Pett the contractor's plans for the SFL parking lot to help him determine the easement.
- J&L Welding will touch up damage to the tube railings. This is under contract.
- Fountain maintenance
 - Fountain:
 - Fred contacted Tim Kasprzky (formerly of Country Gardens). Tim examined the fountain for repairs and maintenance and submitted a proposal for an annual contract of \$840 for spring and winter maintenance and upkeep throughout the season.
 - Kecia moved to approve up to \$1,000 for annual maintenance to be provided by Kasprzyk Waterscapes of Newburyport. Fred and Dan seconded and the motion was approved unanimously. (project #G-GL-17017)
 - Fred recommended repairs to strengthen the masonry tank and asked for recommendations for a local mason to pass on to Tim. Names suggested: Peter Giordano and Giuseppe Numerosi.
 - Repair work to the fountain's plumbing and the installation of a proper drain will be approved pending estimates made possible by removing the fountain.

- Sculpture:
 - Martha Oaks (Cape Ann Museum) recommended Skylight Studios to remove the fountain for safe keeping, restore what's found to be misshapen, perhaps apply a coating of wax, and to reinstall the sculpture.

6. Open tickets – Fred Cowan

7. Other

- Saunders House Stewardship Committee (SHSC) – Mern Sibley
 - Mern is Chair of the newly formed Saunders House Stewardship Committee. Also on the Committee: Prudence Fish, Jane Mead, Bill Remsen, David Rhineland.
- They will address repairs and the future of the building (the Whats, the Whys, and the Hows).
- The initial thought was to form a separate 501(c)3 organization for the Saunders House.
 - Meredith Fine has been researching the deed and it looks like that is not a feasible or wise option. They will continue to discuss options.
- William C. S. Remsen, RA (International Preservation Associates, Inc.) led the group on a four-hour tour of the building to assess needs.
- Bill suggested purchasing several data loggers that will track humidity, temperature, etc. The devices connect to a phone app so they can be read from anywhere; the data can be saved.
 - This will provide a record over time to help spot problem areas and help with planning.
- Mern requested setting up a budget for the Committee and asked for authorization to buy the data loggers.
 - After some discussion Fred moved that the SHSC be officially recognized as a sub-committee of Buildings & Grounds and operate under the B&G budget. Chuck seconded and the motion was approved unanimously. Mern will now serve on the B&G Committee as a liaison to SHSC.
- There followed discussion on the best plan for funding the work of the SHSC. Ideas floated include: a) assigning up to \$10,000 now for blanket approval of expenses; b) approving as we go; c) establishing a line of credit from the Corporation to be repaid as grants are received. No formal decision was reached.
- Kecia moved to approve \$500 to purchase three data loggers as described above. After brief discussion the motion was amended to approve up to \$1,000. Chuck seconded and the motion was approved unanimously.

8. Concerns of Members

9. There being no further business, the meeting was adjourned.

10. Next meeting: August 14, 2017 at 4:30

Motions Summary

Fred moved we extend up to \$4,000 to settle the CAT invoice for the spring clean-up. After discussion Fred amended his motion to not to exceed \$4,800. Chuck seconded and the motion was approved unanimously.

Kecia moved to approve up to \$1,000 for annual maintenance of the fountain by Tim Kaspersky. The motion was approved unanimously. (project #G-GL-17017)

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Kecia moved to approve \$500 to purchase three data loggers for the Saunders House (as described above). After brief discussion the motion was amended to approve up to \$1,000. Chuck seconded and the motion was approved unanimously.

Actions Summary

Chuck will ask Cape Ann Tree (CAT) if the privet hedge should be trimmed.