

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, November 19, 2018**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, November 19, 2018** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

Attendance: Fred Cowan (Chair), Chuck Everett (left at 5:30), Kecia German, Dan Ottenheimer, Assistant Library Director Beth Pocock, and guest Mern Sibley

Not Present: Scott Memhard and Library Director Deborah Kelsey

1. Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments.
3. Approval of minutes
 - a. September 10, 2018: Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved unanimously.
 - b. October 22, 2018: Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved unanimously.
4. Interior Update –
 - a. Bathroom renovation (Ground floor of Monell) – Fred Cowan
 - i. Architects John Weaver and Joseph Zelloe drew up an Existing Condition Layout and three Toilet Room Layout options for replacing the adult bathrooms. All plans are ADA compliant and include locking stalls -which allows for unlocked outer doors- changing tables, an increase in water closets and lavatories, a urinal, and floor drains. There is an ADA accessible option of a toilet room with a locking door. This would leave the children’s bathrooms as they are. Work would be done at an estimated cost of at least \$30,000 for plumbing.
 - 1) Dan will ask Mr. Weaver to send PDFs of the plans.
 - ii. The Committee agreed that Fred should present the plans to the Board for review and a decision on the project.
 - b. Fire suppression system – Fred Cowan
 - i. Xcel Fire Protection has an arrangement with the City to test fire suppression systems in City buildings.

- ii. Fred and Deborah met with Fire Chief Eric Smith to review Xcel's assessment of the system. Chief Smith commended Metro-Swift of Peabody.
 - 1) Metro-Swift inspected the system on Nov. 14 and we are waiting to hear results and suggestions.
 - iii. Dan proposed and the Committee agreed that repair of the system or taking remedial action as required by Fire Chief Smith will take precedent over other projects.
 - c. Stairwell signs – Fred Cowan
 - i. Fred met today with Colleen Anderson of Good Harbor Graphics. She has designed aluminum way-finding and location signs to be glued to the fire doors and screwed into the walls. She provided actual signs for the Committee's review. Her bid includes installation.
 - ii. Kecia moved to approve up to \$5,000 to install stairwell signage. Dan seconded. The motion was approved unanimously.
5. Exterior Update – Dan Ottenheimer
 - a. Exterior signs are up and looking good and welcoming.
 - b. Landscaping:
 - i. Pat Lowe will do another round of fall clean-up.
 - ii. Kecia planted ~400 bulbs. Joe Poirier has another ~500 to plant.
 - iii. Kecia would like to install a woodlands-theme decoration along the front walkway. Fred moved to approve up to \$100. Chuck seconded and the motion was approved unanimously.
6. Saunders House Update – Mern Sibley
 - a. Gutters: George Leavitt attended the Saunders House Stewardship Committee (SHSC) meeting to discuss gutter repairs. He gave an estimate of ~\$4,000 to remove and install a wood replacement of the rotted portion. The Committee has tasked him with getting an estimate on a PVC replacement of the gutter. There's already a GHDC approved gutter made of PVC up there.
 - i. The Committee will decide on a look acceptable to GHDC and get an estimate for approval by B&G.
 - b. Drainpipes and downspouts:
 - i. Dan and Mern met to examine camera footage of the interior of the drains. Dan will ask the City to look for a map of the drainage system.
 - ii. Drains on the back side of the building are in good condition and appear to drain into an old sewer connection in the parking lot. The Dale Avenue and Middle Street sides have old and deteriorating pipes and unclear drainage. Dan suggests starting with roof gutters and downspouts repairs and replacements.

- c. Dan moved to approve repairs on the gutter and downspout not to exceed \$5,000; materials would be chosen at the discretion of the SHSC within this budget. Kecia seconded and the motion was approved unanimously.
7. Other
- a. Holiday decorations for the Middle Street walk: Kecia will visit Wolf Hill. B&G will purchase artificial greens for interior decoration. Dan moved to approve up to \$300 for purchase of holiday decorations. Chuck seconded and the motion was approved unanimously.
 - b. Safety personnel update:
 - i. An agreement with SafeGuard Blue has been reached. They will have their lawyer review it before signing.
 - ii. They will be contractors and not eligible for benefits.
8. Concerns of Members
- a. Beth commented that the Friend Room and hallways on the Ground floor are very cold. Preferred Air and John Essery have repairs scheduled to do the work necessary to get heat into hallway and Friend Room.
 - b. Furnace: Brad Poole from DPW spent five hours repairing the Saunders House furnace. Low water sensor tripped out.
 - c. Fountain: the sculpture has been removed for the winter to the basement of the Saunders House. The water was drained. To lower maintenance time, a skimmer will be installed in the spring.
 - d. DPW plowing and shoveling has been confirmed. The gas-powered snow blower will be stored at the FD.
9. 5:35 Adjourn. There being no further business the meeting was adjourned.
10. Next meeting: December 10, 2018 at 4:30

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved to approve up to \$5,000 to install stairwell signage. Dan seconded. The motion was approved unanimously.

Fred moved to approve up to \$100 for decorations along the front walkway. Chuck seconded and the motion was approved unanimously.

Dan moved to approve repairs on the Saunders House gutter and downspout not to exceed \$5,000; materials would be chosen at the discretion of the SHSC within this budget. Kecia seconded and the motion was approved unanimously.

Dan moved to approve up to \$300 for purchase of holiday decorations for the interior of the Monell building. Chuck seconded and the motion was approved unanimously.

Actions Summary

Dan will ask Architect John Weaver to send PDFs of the bathroom plans.

Fred will present the bathroom plans to the Board for review and a decision on the project.

Dan will ask the City to look for a map of the drainage system.

Beth and Kecia will decorate the Children's Library and both floors of Monell for the holiday season with artificial garlands.

B&G will purchase artificial greens for interior decoration.