

# SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Monday, April 23, 2018, 10:30 am

Byers-Davidson Room, Saunders House  
88 Middle Street, Gloucester, MA

**Attendance:** Jane Mead, Bill Remsen, David Rhinelander, Mern Sibley (Chair), Library Director Deborah Kelsey, and guests Peter Feinstein and Paul McGeary

**Not present:** Prudence Fish

1. 10:30 Welcome and introductions - this meeting is being recorded
2. Approval of minutes of 3-19-17. Bill asked for an addition to section 2.g. David moved that the minutes be approved with that addition. Bill seconded and the minutes were approved unanimously.
3. Reports from relevant meetings: Buildings and Grounds, Library Building Committee, and Board of Trustees
  - a. Cleaned-up SH basement.
    - i. Committee members were urged to inspect the basement which has been cleared of much of the clutter.
    - ii. Old newspapers will be dealt with in the future. They will likely be vacuumed and rehoused in the basement.
    - iii. Shelving needs to be emptied and pulled away from the wall for cleaning.
    - iv. With Katelynn Wagner's resignation a new archivist will be hired to oversee these processes.
  - b. Cape Ann Tree (CAT) did spring clean-up of the vegetation growing around the building. They still need to remove English ivy growing up the walls; Mern has spoken with Kim Wall from CAT and confirmed they will be back to remove that.
  - c. Downspouts: A drain specialist came but was prevented from inserting the camera because the caps are glued to the drains. B&G will ask a gutter specialist to detach the caps. The drain specialist will reschedule.
4. SSV preliminary report (see attached):
  - a. The structural engineer will need to make some holes in order to do some of their investigative work. Any damage will be repaired. Lynne provided details on location of the holes. The Committee agreed this was necessary.
  - b. SSV Suggested Topics for Discussion:
    - i. The Building Program calls for several small study or co-work spaces for up to four people. These would be spaces with no doors. SSV wondered if SH would work for that purpose. The Committee is not sure appropriate space could be found here.

- ii. Dedicated Board meeting space. Discussion: we don't want to limit any space to Board use only. Any meeting space should probably have another primary purpose – e.g., map room, storage of valuable items, reading room, etc.
    - 1. Discussion on how best to provide surveillance for public spaces (with on-site staff and/or cameras); extra staffing will be needed, cost to be determined. Consensus that meeting space and open space are both important. Discussion on limiting access to certain days/times; Deborah opined that public spaces should be available to the public whenever the Library is open or the MBLC would not count that toward the square footage.
    - 2. Deborah suggested she review the Building Program to provide details on how the list of spaces outlined in that document could work in the SH; she will send that to Mern.
  - iii. Civic committee office/meeting space. Could be kept locked but would need to be fully available while the library is open.
  - iv. Mern will follow up with Lynne to:
    - 1. Propose some space usage ideas: reading room; Board/committee room (not dedicated to Board); meeting space, exhibit space.
      - a. Deborah will flesh out details on room types and functions outlined in the Building Plan.
    - 2. Have Lynne provide floor plans of each floor that include structural load capacity (aka, a loading map). Building code provides functionality based on square foot loading. We can expect that by May 21 meeting.
    - 3. Ask her to identify things that cannot be done, e.g., housing collections.
5. Budget: Mern met with Treasurer, Fred Cowan. Fred proposed \$10,000 to function as a line of credit to be used as needed; we could ask for more from the Board if needed. Fred and Mern would meet quarterly to review.
- a. The Board has approved the corporate FY19 budget, with this \$10,000. The SSV surveys and clerical expenses are covered by the Board, not by this Committee, as is preparation of minutes.
  - b. Mern suggested a list of needs:
    - i. Grant writer for historic preservation work. Jane has been researching grant possibilities. She mentioned purchasing a membership to Associated Grant Makers at some point in the future. Deborah discussed a long-term goal of SFL housing a collection of grant resources for public use.
    - ii. Committee travel to other libraries to see how melding of old and new spaces have worked.

11:35 Paul and Peter left the meeting

- iii. Preparation of Meredith Fine's report on the court case and the legislation re: the SH deed.

6. Noon: Adjourn. There being no further business the meeting was adjourned.
7. Next meeting May 21, 2018 10:30 am (Lynne Spencer's interim report to be presented)

Respectfully submitted, Tracy Bowen

### **Actions Summary**

Deborah will flesh out details on room types and functions outlined in the Building Plan and send that to Mern.

Mern will follow up with Lynne to:

- Propose some space usage ideas: reading room; Board/committee room (not dedicated to Board); meeting space, exhibit space.
- Have Lynne provide floor plans of each floor that include structural load capacity (aka, a loading map). Building code provides functionality based on square foot loading. We can expect that by May 21 meeting.
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**Saunders House / Sawyer Free Library  
Preservation Plan: Status Report**

**19 April 2018**

**Progress to date:**

March 19 – Building Committee Meeting. Lynne Spencer and Doug Manley toured the building to get an overall view of condition.

March 21 – Doug Manley and structural engineer John Wathne of Structures North visited and reviewed the building to identify areas where exploratory holes will be required for John to inspect concealed structural features to assess condition, to determine current floor loading capacities, and assess feasibility of increasing load capacities. Following that meeting SS&V produced a drawing set that indicates locations of proposed openings for the structural exploratory and sent these drawings to preservation carpenters at Essex Restoration to develop a scope of work for exploratories.

Deborah Kelsey indicated that she has documentation of the 2015 structural reinforcement project that will help with the structural analysis of floor framing.

Doug Manley met with Betsy Passmore at the Cape Ann Museum to review their collection of drawings and photographs

Doug Manley also met on site with fine art conservator Peter Williams to view murals. Peter Williams returned on 2 other occasions in late March – early April to conduct his assessment of murals.

April 11 – Walter Beebe-Center, preservation carpenter from Essex Restoration visited the site to assess scope, and tools and material needs for providing viewing access (and follow-up repair of openings) to the structure for Structures North.

Peter Williams provided a preliminary assessment report for the murals

SS&V Requested and received drawings of the 2015 structural repairs from the Gloucester Building Department.

April 18 –. Doug Manley met with Deborah Kelsey to review previous assessment reports and repair documents that Deborah has researched and collected.

SS&V has worked over the last month to collect and format drawings of the building for use in overall planning schemes. SS&V now has CAD drawings that are formatted for their use. SS&V reviewed previous assessment reports by Finch and Rose and by Design Technique, Inc.

## **TOPICS FOR THE APRIL 23 MEETING:**

### **Program of Needs**

SS&V has reviewed the current and previous space use programs with the goal of identifying space use needs that may be suited for the Saunders House. This review has confirmed previous discussions on the need for meeting rooms. In addition, we noted a document stating the need for ‘four small, enclosed study rooms with natural light, each for up to four people seated at a table.’”

Based on our meeting with the Committee on March 19, 2018, the idea of archival storage was not considered suitable for the Saunders House in view of the requirements for climate control in addition to floor load capacity and security.

Are there office needs that could suitably be in the Saunders House, either for Library personnel, or civic committees like the Historical Commission. Do the Library Board or standing sub-committees need a dedicated meeting room, or file/records room, which could also serve as an office?

We ask the Committee to confirm the following program of needs, and comments on the potential program:

#### **Confirm:**

Meeting Rooms for daytime and evening use by the public

4 study rooms as described above

#### **Potential:**

Dedicated Board/Committee room

Dedicated Board/Committee office/file room

Civic office space

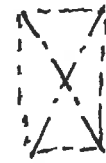
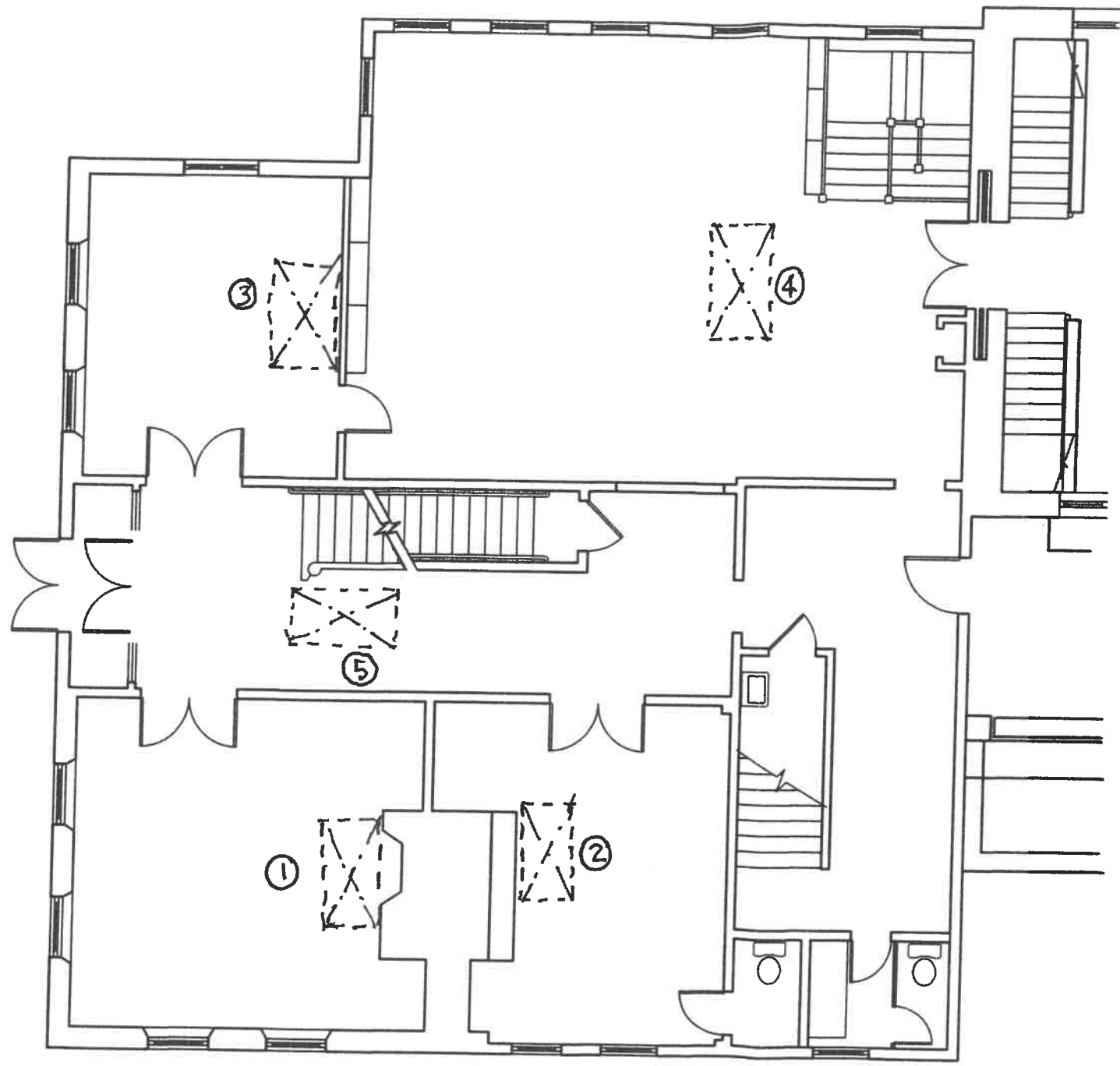
### **Structural Investigation**

In reviewing past reports and records, Doug found at least 2 reports from structural engineers commenting on the inability to assess the second floor for defects or loading capacity without destructive exploratory openings. As you know we carried the services of skilled craftsman from Essex Restoration to make the openings and subsequently patch them.

Attached is a plan showing the locations. This will involve a combination of openings in plaster ceilings and pulling up floor boards. All efforts will be made to minimize dust and noise. Rather than opening plaster ceilings as shown for the first floor, we will try to take up floor boards on the second floor.

We had hoped that use of a boroscope would provide the information needed, but John Wathne, our structural engineer, is quite adamant that he needs to ‘get his head’ into the space to examine framing sizes and connections. Given the record of past engineers wishing to do the same, this is the time to tackle this as part of the assessment. The exploratory openings will be coordinated with Deborah.

Prepared by Lynne Spencer and Doug Manley



OPEN CEILING TO EXPOSE STRUCTURE ABOVE.

PATCH OPENINGS AFTER STRUCTURAL INSPECTION.

1 FIRST EXISTING MAIN FLOOR PLAN  
1/8" = 1'-0"

EXPLORATORY SCOPE

SAUNDERS BUILDING  
2 DALE AVENUE, GLOUCESTER, MA

Date:  
Drawn by:  
Checked by:  
Project #:

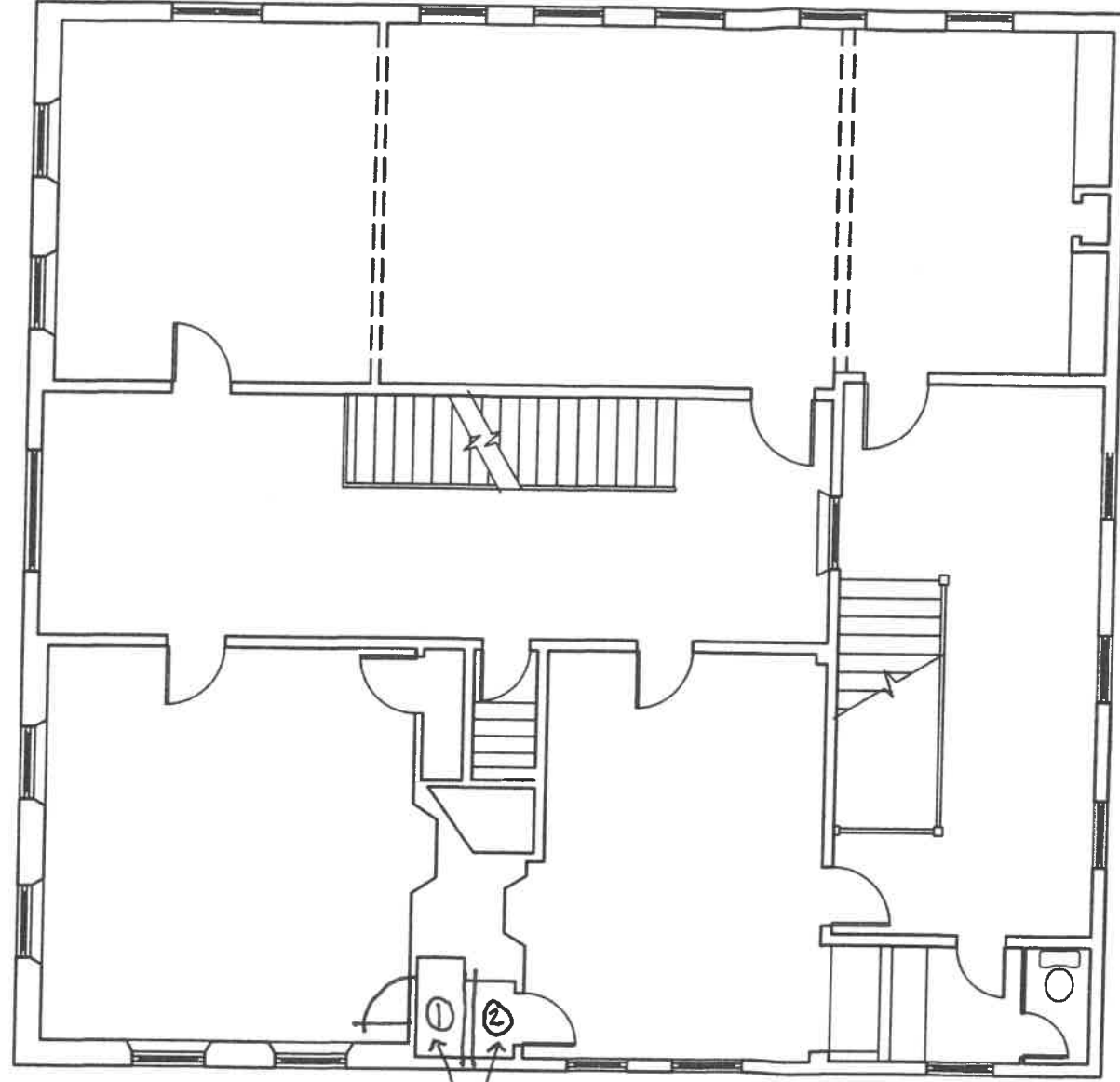
3/29/18	ISSUE / REVISIONS:

Consultant:

Architect:  
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OPEN CEILINGS  
IN THESE 2 CLOSETS.

SECOND

1 EXISTING ~~UPPER~~ FLOOR PLAN  
1/8" = 1'-0"

EXPLORATORY SCOPE

SAUNDERS BUILDING  
2 DALE AVENUE, GLOUCESTER, MA

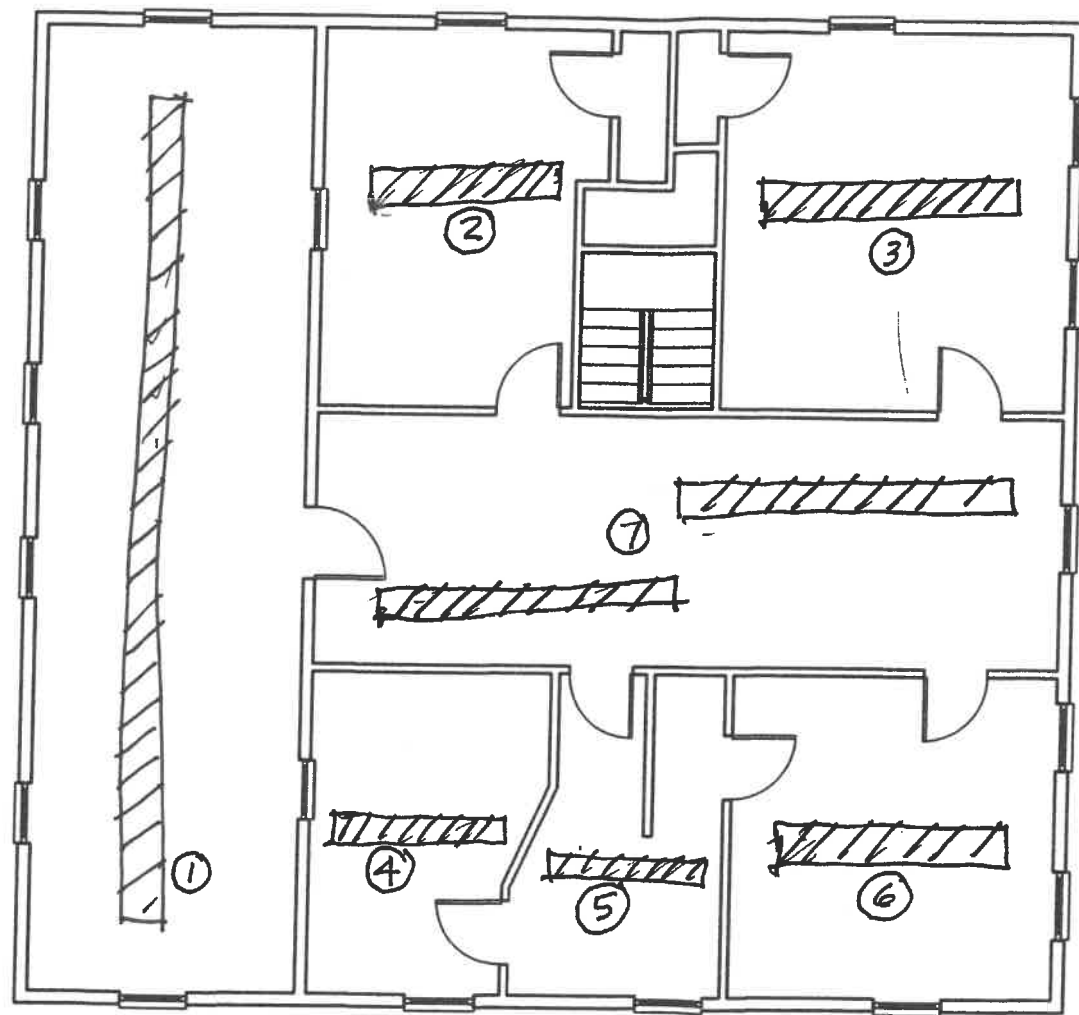
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Date: 3/29/18  
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 REMOVE FLOOR BOARDS  
 TO EXPOSE STRUCTURE  
 BELOW.  
 REPLACE BOARDS AFTER  
 STRUCTURAL INSPECTION

**1** EXISTING THIRD FLOOR PLAN  
 1/8" = 1'-0"

EXPLORATORY SCOPE

SAUNDERS BUILDING  
 2 DALE AVENUE, GLOUCESTER, MA

Date:  
 Drawn by:  
 Checked by:  
 Project #:

3/29/18

ISSUE / REVISIONS:

Consultant:

Architect:

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