

## **SAUNDERS HOUSE STEWARDSHIP COMMITTEE**

**Monday, August 7th, 10:30 am**  
**Byers-Davidson Room, Saunders House**  
**88 Middle Street, Gloucester, MA**

**Attendance:** Mern Sibley, Katelyn Vance, Jane Mead, Prudence Fish, Fred, Bill Remsen

Discussion and voting on Bill Remsen's proposal "Space Use Analysis and ADA Review of Saunders House" (see attached reports)

Clarification of roles of B&G and SHSC

- Bill and SHSC will address ADA and space use issues.
- Fred will report to the B&G Committee at their next regularly scheduled meeting on August 14<sup>th</sup>.
- Mern will present the Committee's suggestions to the Board in September to request funding.
  - That means the work cannot start until after that meeting.
- B&G: Water infiltration with Bill's help. Mern will share an email from Bill with a detailed discussion of water infiltration issues.

Discussion of the report and suggestions

- Mern thanked Bill. The reports are well-written, straight-forward and jargon-free. She feels the costs look reasonable.
- Mass ADA regulations are lengthy, but flexible. Bill knows who the person is to talk to about Mass Building codes and historic buildings.
- Bill is addressing ADA compliance via both historic buildings and libraries.
  - Regulations are fairly consistent with special regulations for distance between stacks, etc. There are some exceptions for historic buildings; regulations state you need to be in compliance "as practical".
  - We feel morally obligated to do as much as we can to make it safe and accessible, though there might be some exceptions we'll have to make.
- Bill will include citations in the report for easy reference to the regulations.
- ADA & Fire Code overlap a lot. For example, outer doors open out; keeping inner doors intact have historic and environmental significance.
- Katelynn suggested we not focus on details now. She suggested keeping the two reports separate to avoid confusion when reporting to the Board and others.
- To some extent ADA compliance will drive the use of the building. Historic District limitations will shape ADA compliance.

- Fred asked Bill about his experience working with funders. Bill has been on both sides – presenting a grant request and reviewing grant proposals. Funders look for projects that are ready to go (“turn key”). These reports go a long way toward getting us there and could be included in grant applications.
  - Jane Mead is ready to be our grant writer.

Next steps:

- B&G has to approve the concept for presentation to the Board. Funding will most likely come through B&G.
- Mern moved to accept the two proposals as written and forward them to B&G. Prudence seconded. Bill abstained, all others voted in favor and the motion passed.

11:00 There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**PROPOSAL for a Space Use Review of the Historic Saunders House,  
Gloucester, MA**

Saunders House is an important historic resource for the City of Gloucester and the region. It is highly desirable that the building be properly utilized and fully re-integrated into the modernized Gloucester Lyceum and Sawyer Free Library. This Review will investigate and document each room and area of the building, record present space uses and will explore various space use options if the building were architecturally modified to be compliant with the Americans with Disabilities Act (ADA).

As the planning for a modernized Library is soon to take place, it is critically important to quantify and qualify the space resources of Saunders House so that this information can be incorporated into the overall planning and design processes for the modernized Library. This Review will collect and present precisely the types of information that are needed for these planning purposes. This includes the number and types of rooms, the room interconnections, the room square footages, the room current uses, and the potential uses for these rooms in a future Library.

Proposed Duration and Estimated Cost of the Work:

1.5 days (12 hours) to examine and document rooms and spaces in the building	12 x \$150	\$1,800.00
2.5 days to prepare written report	20 x \$150	\$3,000.00
<b>TOTAL (Not to exceed)</b>	<b>32 x \$150</b>	<b>\$4,800.00</b>

If hours worked are less than the estimated total, only those hours will be charged.

Schedule of Work

Upon acceptance of this proposal work will immediately begin. It is expected that the Review will be completed and submitted within three weeks of the start of work.

Final Submission

The final submission will be a written and illustrated Report identifying each room and space and showing current and proposed future uses. The Report shall be delivered as a MS Word and as a PDF format file. Printed and bound copies can be provided upon request. All high-resolution JPEG photos taken for this work will also be provided as digital files.

Caveats and Limitations

It is requested that the Library staff be made aware that Bill Remsen will be making multiple visits throughout the building. This will include photographing rooms and spaces and making measurements.

## **PROPOSAL for an Americans with Disabilities Act (ADA) Compliance Review of the Historic Saunders House, Gloucester, MA**

In order to better understand the current conditions and to investigate future use opportunities while fulfilling health and safety requirements and providing handicapped access, an ADA review of Saunders House will be carried out. A specific goal is to see how Saunders House can be fully re-integrated into the modernized Gloucester Lyceum and Sawyer Free Library in a practical and cost-effective manner.

All rooms and spaces will be inspected. The relevant building codes and guidelines will be examined, including the Massachusetts Building Code (780 CMR), Massachusetts 521 CMR: Architectural Access Board, the 2009 International Building Code (IBC), the National Fire Protection Association's NFPA101 Life Safety Code, the 2004 Americans with Disabilities Act and the Architectural Barriers Act Accessibility Guidelines, the Massachusetts Architectural Access Board Rules and Regulations, and the 2010 ADA Standards for Accessible Design.

Code compliance can be a complex and confusing subject with overlapping bureaucratic entities publishing similar but not identical regulations. This is especially true for significant historic buildings, where code requirements result in the destruction of significant cultural material. Other code requirements, such as emergency egress dimensions and number, will depend on the future use and the number of people involved. In addition, the controlling legal authorities may have some flexibility in the application of the codes, as long as all practical efforts to maximize access while minimizing hazardous situations are carried out. The final solutions may include compromises on all sides.

The review will examine the following issues:

- Entry
- Horizontal Movement
- Vertical Movement
- Emergency Egress
- Lighting and Signage
- Bathrooms
- Exterior Movement

Specific problems will be identified by room and by floor and possible solutions suggested. Estimated costs will be included for the various options. However, estimating costs is an imprecise process. Costs can be highly variable and will depend on the scale and scope of work. The true final costs will only be known when examining the specific bids from qualified contractors.

Proposed duration and cost of the work:

1.5 days (12 hours) to examine and document rooms and spaces in the building	12 x \$150	\$1,800.00
1 day to review codes	8 x \$150	\$1,200.00
3 days to prepare written report	24 x \$150	\$3,600.00
<u>TOTAL (Not to exceed)</u>	44 x \$150	\$6,600.00

Schedule of Work

Upon acceptance of this proposal work will immediately begin. It is expected that the Review will be completed and submitted within three weeks of the start of work, if not sooner.

Final Submission

The final submission will be a written and illustrated Report showing existing problems and proposing solutions. It will include a room-by-room discussion of ADA issues, including door clearances and movement corridors. The Report shall be delivered as a MS Word and as a PDF format file. Printed and bound copies can be provided upon request. All high resolution JPEG photos will also be provided as digital files.

Caveats and Limitations

It is requested that the Library staff be made aware that Bill Remsen will be making multiple visits throughout the building. This will include photographing rooms and spaces and making measurements.