

# **SAUNDERS HOUSE STEWARDSHIP COMMITTEE**

**Monday, August 21st, 10:30 am**  
**Byers-Davidson Room, Saunders House**  
**88 Middle Street, Gloucester, MA**

## **Attendance:**

Mern Sibley (Chair), Prudence Fish, Jane Mead, Bill Remsen, David Rhinelander, Katelynn Vance

1. Approval of minutes of July 24, 2017 and August 7, 2017.  
July 24. Bill moved to approve as presented. David seconded. The minutes were approved unanimously.  
August 7. The Committee just received the minutes and will review them for approval at the next meeting.
2. New Business
  - a. SH inventory drafted by an intern ten years ago.
    - i. Mern spoke with Deborah who will look in her files.
    - ii. Jane checked with Stephanie Buck at Cape Ann Museum. They don't have it
  - b. 501(c)3 status. Meredith will contact the IRS re: the 1949 filing. We would like to have copies of the application and the letter.
  - c. Mern proposed meeting regularly on the third Monday of the month at 10:30 in the Byers-Davidson Room.
  - d. Mission statement for the Committee.
    - i. Bill and Jane will draft a statement for review and revision at the September SHSC meeting.
3. Report on Building and Grounds Committee meeting of 8-14-17 (Bill)
  - a. B&G discussed adding a family bathroom in the Children's Library for the health and safety of the children.
  - b. Discussed use of dehumidifiers in the SH basement. There is one down there now. B&G will make sure the drainage is appropriate and plug in the dehumidifier.
  - c. Pump for the dry-pipe sprinkler system. When the pump kicks on it makes a loud disruptive noise.
  - d. Irrigation system. B&G requested a map of the system from Olson Irrigation.
  - e. Cutting down vegetation around the SH. B&G will ask Cape Ann Tree to act on this.
  - f. Review of Bill's proposals re: ADA compliance and space use. Fred sent the proposals to the B&G Committee for review. Deborah commented that

there are already two architectural firms working on these issues for the Building Plan. Fred suggested that Bill's proposals for Saunders House will be reviewed by the Building Committee.

- i. This opens the door to SHSC communicating with the Building Committee.
    - ii. Perhaps SHSC would be better placed as a sub-committee of the Building Committee rather than B&G as they are attempting to address long-term goals vs. the details of regular upkeep and maintenance.
      1. After some discussion the Committee agreed that Mern should talk to Fred about how SHSC can be best placed to be effective.
      2. Would be helpful to have a written report from Meredith with her findings about the SH deed.
  - g. B&G asked Bill to draft a report about the moisture issues with the SH.
    - i. Bill has done this and given his report to Mern and Fred. These are appropriate issues for B&G to address.
  - h. Jane has looked online for state filings for Gloucester Lyceum & Sawyer Free Library and cannot find record of them.
    - i. The Committee suggests an operating manual listing legal requirements and filing guidelines for the organization.
    - ii. An emergency plan for the building listing shut offs, alarm pulls, emergency exits, phone numbers, etc. should be drafted if it hasn't been already.
  - i. Jim Morris, retired fire chief, (978-283-0468) dropped in to the meeting and shared his knowledge about sprinkler systems. He let us know that the sprinkler heads in SH go off individually, that individual fuses trip them at the site of a fire or smoke. He also mentioned that the compressor for the sprinkler system could get a new motor which would be quieter. He noted that City Hall has no sprinkler system.
4. Updated Saunders House report from the Massachusetts Historical Commission (MHC) (David)
  - a. Wendy Frontiero has rewritten the report. She's a consultant for the City. The SH is not on the National Register but is in the Historic District. The building has been changed enough over the years that it might not qualify for the National Register itself.
    - i. The report has been accepted by the MHC. David recommends contacting Wendy directly if you see anything that needs changing.
5. Establishing communication with the Library Building Committee – Discussion (see above)
  - a. Their next meeting is September 27.
  - b. Mern will talk with Fred about positioning the Committee to be most effective.

- c. Mern moved that Bill's ADA compliance and space use proposals, already approved by the SHSC, be forwarded to the Building Committee for funding. Pru seconded. Bill abstained from voting; all others voted in favor and the motion was approved.
6. Other:
- a. Access to all parts of the building is too free. Maybe the door to the third floor and the attic should be locked.
  - b. There was to be follow-up from the architects on the Building Plan. Pru thought it was to happen in July, but we have not heard anything. The Building Committee plans to use the same architects moving forward.
7. 11:40 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting: September 18, 2017 at 10:30 in the Byers-Davidson Room of the Saunders House.

Respectfully submitted, Tracy Bowen