

**SAUNDERS HOUSE STEWARDSHIP COMMITTEE**  
**Monday, December 18th, 10:30 am**  
**Byers-Davidson Room, Saunders House**  
**88 Middle Street, Gloucester, MA**

Attendance: Prudence Fish, Bill Remsen, David Rhinelander, Mern Sibley (Chair), and guests Peter Feinstein (left at 12:30), Paul McGeary (left at 12:35), Beth Pocock (Staff Liaison) (left at 12:35), Lynn Spencer (Preservation Architect)

1. Welcome and introductions - this meeting is being recorded
2. Approval of minutes of 11-20-17. David moved to approve the minutes as presented. Bill seconded and the minutes were approved.
3. New business
  - a. Cape Ann Museum and copies of plans re: Saunders House and the annex. Pru is trying to get copies of the 1913 annex plans by Ezra Phillips. Bill suggested that the City Engineer could scan them if we could borrow them from CAM. Paul might be able to help get copies of the 1913 Ezra Phillips plans from the Museum. Lynn suggests checking with the state archives or BPL if we can't get them from CAM. The Coolidge & Carlson plans from 1914 for the SH extension are on site at SFL.
4. Discussion with Lynne Spencer, of Spencer & Vogt Group, on her proposed Saunders House work.
  - a. She presented a synopsis of what her work would involve if we hire her firm (see attached). This would likely be a two- to three-month process.
    - i. She has spoken with Brad Dorr of Dorr & Whittier (D&W) and is making plans to meet with him. Her firm would be sub-contractors to D&W.
    - ii. Lynn should get a copy of the Library Building Plan and the MBLC response.
    - iii. Bill had previously shared digital copies of the Richmond, French Design plans from 2005 with the Committee; he will share them with Lynn, Peter, and Paul. Beth will reach out to Richmond, French asking them to share CAD drawings with Lynn.
    - iv. She suggested Pru prepare a building chronology; Lynn will provide a template. This process will help build a maintenance plan and a budget for a sinking fund toward scheduled maintenance.
    - v. Peter suggests Lynn review the MBLC grant application reports.
  - b. Discussion: Bill pointed out that the report Lynn would create would be invaluable for funding opportunities. Paul noted that it needs to be in conjunction with the Library Building Plan discussion.
  - c. Next steps:

- i. Lynn will check in with D&W to see their files and get a copy of the Library Building Plan.
- ii. She will prepare a proposal with personnel and costs for each task.
- d. Bill made a motion requesting Lynn and her company make a formal proposal to perform the work she described today. Mern seconded and the motion passed unanimously.

12:20 Lynn left the meeting.

- 5. Reports from relevant meetings: Buildings and Grounds, Library Building Committee, and Board of Trustees
  - a. Articles of Organization for the corporation: Mern asked Meredith to help find the Articles of Organization. Meredith checked with Deborah. They are not available through the Secretary of State's website. Mern will check with archivist, Katelynn Vance and with the City.
  - b. The Sawyer Art Trust has removed the Lane paintings hanging in the Monell Building and the paintings they had stored in the Friend Room vault.
  - c. B&G update:
    - i. SHSC is responsible for upkeep of the building and will draft a budget for inclusion in the next FY (starting July 1).
    - ii. A SHSC member (usually Mern) should attend B&G meetings.
    - iii. Mern has spoken to Matt Natti of Cape Ann Tree (CAT) above removing and/or trimming back vegetation around SH.
    - iv. Downspouts and drainage: Mern will contact Dash Drains re: scoping the drains to see where they go and check their condition. Mern will discuss payment of the project with Fred.
  - d. Building Committee.
    - i. Bill attended their most recent meeting. We need to discuss issues raised by the Historic Commission.
    - ii. Worth spending time looking at the Richmond, French drawings.
- 6. Discussion of 2005 Feasibility Study and Schematic Design by Richmond, French Design: How does it look to us 12 years later? This was tabled for a future meeting.
- 7. 12:45 Adjourn. There being no further business the meeting was adjourned.
- 8. Next meeting January 22, 2017 10:30 am (Library is closed on January 15, Martin Luther King Day)

Respectfully submitted,  
Tracy Bowen

## **Motions Summary**

Bill moved that Lynn and her company make a formal proposal to perform the work she described today. Mern seconded and the motion passed unanimously.

## **Actions Summary**

Paul McGahey will see if he can get copies of the 1913 Ezra Phillips plans from Cape Ann Museum.

Bill will share digital copies of the Richmond, French Design plans from 2005 with Lynn Spencer, Peter Feinstein, and Paul McGahey.

Beth will reach out to Richmond, French asking them to share CAD drawings with Spencer & Vogt Group.

Pru will prepare a building chronology with guidance from Lynn.

Mern will check with archivist, Katelynn Vance and with the City about the Articles of Organization.

Mern will contact Dash Drains re: scoping the downspout drains to see where they go and check their condition. Mern will discuss payment of the project with Fred.

## SAUNDERS HOUSE of the SAWYER FREE LIBRARY

### CONDITIONS ASSESSMENT PROCESS

*The steps described below outline a typical approach to a historic building conditions assessment study. The process is adapted —*

- *to the unique character and conditions of each building;*
- *to the functions, existing or proposed, of the building;*
- *to legal and regulatory requirements; and*
- *to the expectations of its owner.*

#### **Phase I. Project Start-Up & Documentation Review**

The first step is a start-up meeting between the architect and the building stewards at which critical building issues and the owner's expectations are discussed. Meeting tasks would include:

- Listening to their expectations and concerns.
- Understanding the critical issues as they relate to building use and the budget.
- Sharing our knowledge and specific observations from site visits combined with past experience on similar projects involving the rehabilitation of historic structures.
- Discuss status of recent programming and design with present circumstances, schedule and funding.

Next we would then:

- Obtain, review and synthesize all available documentation, including investigative, maintenance and repair reports; studies; and historic resources and images.
- Obtain CAD versions of (or prepare) measured drawings (floor plans & elevations) of existing conditions.
- Obtain CAD version of a full site survey.

#### **Part II. Existing Conditions Assessment & Treatment Recommendations**

- Assess and document (with photographs and narrative) the architectural conditions of the building envelope and interior with treatment recommendations. **NOTE: The Historic Development & Preservation Guidelines prepared by Finch & Rose, dated January 31, 2006, provides excellent developmental history of the building and identifies preservation guidelines.**
- Identify historic character-defining features of the building that should be retained in any rehabilitation program.
- Perform structural conditions assessment and prepare report with treatment recommendations for repair and stabilization. (Performed by Structures North, structural engineers, Salem, MA)
- Assess mechanical systems, including heating, plumbing, electrical, safety and fire protection and prepare report with treatment recommendations for code compliance and improvement — IF

this has not already been done. (Performed by a mechanical engineer such as CSI Engineers, Danvers, MA)

- Prepare regulatory analysis, including building code, handicapped access, and zoning and historic review requirements.
- Assess the sensitive historic fabric and finishes of the building and develop recommendations for the retention and interpretation of historic features. (Performed by a historic materials consultant (s) as appropriate.) NOTE: The historic wall murals may be a candidate for assessment.
- Survey for hazardous materials and prepare report with recommendations for remediation -- IF this has not been done in prior studies. (Performed by a hazardous materials consultant such as fuss & O'Neill EnviroScience)
- Review site plan including site utilities and grades and identify potential problems with drainage, utilities, and legal easements. Make sure that spot grades of entrances are recorded for handicapped access planning purposes.

### **Part III. Library Program, Suitability for the Saunders House, and Treatment Recommendations**

- Consult with Dore & Whittier on the program of needs and applicability to Saunders House.
- Based on historical and structural considerations, building code (including Mass. Architectural Access Board regulations) and the program of needs, prepare 2 — 3 conceptual space use options in consultation with Dore & Whittier.
- Meet with the building committee to review the designs and receive feedback.
- Review the conceptual plans with the Building Inspector, Fire Chief and Historic District Commission when applicable.
- Based on feedback, revise the options work with the Committee to select the preferred option.
- Finalize the accepted plans to schematic design level, incorporating input from agencies above.
- Prepare outline plans and specifications in consultation with the structural engineer, mechanical engineer and hazardous materials consultant.
- Develop cost estimates for design development through construction administration based on the accepted schematic design. (Cost estimator)
- Prepare narrative and annotated plans and photographs describing and prioritizing preservation treatment recommendations.
- Develop cost estimates for treatment recommendations. (Developed by a cost estimator. We often work with AM Fogarty, Hingham, MA. Another approach is to work with a qualified contractor such as Essex Restoration, Salem, MA)
- Synthesize findings in an interim report on existing conditions.
- Meet with building stewards to review draft recommendations.

### **Final Report**

- Prepare draft final report and meet with the building stewards to review. A typical report will include: Executive Summary & Methodology, Developmental History (inc. historic and architectural significance and analysis, building description, construction/alteration chronology,

and character defining features), Existing Conditions & Treatment Recommendations (inc. optional preservation guidelines), Cost Estimates, Bibliography and Appendices.

- Incorporate feedback from building stewards and finalize report.
- Present report to the stakeholders and other entities as required.

Spencer & Vogt Group  
architecture preservation