

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Monday, February 26, 2018, 10:30 am

Byers-Davidson Room, Saunders House

88 Middle Street, Gloucester, MA

Attendance: Prudence Fish, Jane Mead, Mern Sibley (Chair), and guest Deborah Kelsey

Not present: Bill Remsen, David Rhineland

1. Welcome and introductions - this meeting is being recorded
2. Approval of minutes of 1-22-17 was tabled.
3. Lynne Spencer's Saunders House assessment – Next steps
 - a. The Board unanimously approved the Spencer Vogt Group (SVG) proposal. Brad Dorr of Dorr & Whittier (D&W) will likely sign the agreement this week.
 - b. The startup meeting for the project will be at the March 19th SHSC meeting. Lynne Spencer and lead architect, Doug Manley will attend.
 - i. This will be the only item on the agenda.
 - ii. Deborah asks that people working on the project check in with her when they come to do the work. They should not involve other staff.
4. Reports from relevant meetings: Buildings and Grounds, Library Building Committee, and Board of Trustees
 - a. B&G is cleaning out the SH basement.
 - i. We will hire movers to dispose of whatever the DPW cannot dispose of.
 - ii. The work will likely be completed this spring.
 - b. Mern went on a field trip to West Parish School with the Building Committee. They went to learn about LEED certification building.
 - i. Maintenance and cleaning needs are more intense.
5. Other
 - a. Deborah found a file of paint history in the Saunders House. She'll share it with the Committee.
 - b. Meredith Fine found (handwritten) corporation documents for the Sawyer Free Library. Mern will share them with the Committee.
 - c. Jane shared information re: a National Endowment for Humanities grant. We are not in a position to apply now, but she wanted to keep the group informed of what options are out there.
 - i. Deborah also mentioned the Mass. Cultural Council Facilities grant, which is another future option for us.
 - d. Mern will be meeting with Fred Cowan (SFL Treasurer) to talk about the SHSC budget. Will hope to have a proposed budget for the March 20 Board meeting.

- i. Will need to include:
 - 1. SVG project expenses.
 - 2. Time for Meredith Fine in case she needs to do more research.
 - e. There was discussion about parking limitations and the Building Plan.

- 6. 11:15 Adjourn. There being no further business the meeting was adjourned.

- 7. Next meeting March 19, 2018 10:30 am