

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

**Monday, March 19, 2018, 10:30 am
Byers-Davidson Room, Saunders House
88 Middle Street, Gloucester, MA**

Attendance: Prudence Fish, Jane Mead, Bill Remsen, David Rhineland, Mern Sibley, Library Director Deborah Kelsey, and Doug Manley and Lynne Spencer of Spencer, Sullivan & Vogt (SSV)

Not Present:

1. Welcome and introductions - this meeting is being recorded
 - a. Approval of minutes from January 22, 2018, February 9, 2018, and February 26, 2018. Bill moved to approve all minutes as presented. Jane seconded. David abstained, all others voted in favor and the minutes were approved.
2. Lynne Spencer's Saunders House assessment – Next steps
 - a. Lynne shared “Placemats” to outline tasks, timing of deliverables, next meetings, etc.
 - b. SSV will coordinate with Deborah on providing access to the building for engineers and other professionals.
 - i. Deborah would like to arrange for cleaning out of the SH basement before the work begins in earnest.
 - c. Jane and Doug made arrangements to look at SFL plans being held at Cape Ann Museum.
 - d. SSV would like to develop a Repair Chronology. Bill Finch's report has good records up to 2005. Lynne would like to get records for any repairs done since 2005.
 - i. Greg Bover's outline of work done during his tenure as President of the Board will help. Mern will share that with Deborah and Lynne.
 - ii. Lynn Smiledge from SSV can help sort and organize old SFL records to find relevant information.
 - e. Some specifics of the work:
 - i. Structural Engineer, John Whatney of Structures North, is scheduled to visit on March 28th.
 - ii. Peter Williams will be consulting on restoring the murals.
 1. Deborah will have SFL staff pull together information on the murals.
 - iii. Doug will perform regulatory analyses: building codes, zoning, historic district and other requirements relevant to the building.
 1. Dorr & Whittier (D&W) have a site survey that lists easements.
 - f. Lynne suggests the Committee begin to think about possible uses.

- i. Deborah will email Lynne the Library Building Plan (prepared for the Mass. Board of Library Commissioners grant) which details program needs.
 - ii. There was discussion of security issues and supervision of, and access to, the building. Also discussion of feasibility of possible uses such as public meeting space, reading rooms, and storage of City archives and local history storage.
 - g. SSV and D&W will likely suggest that electrical and HVAC systems in the SH be separate systems from those in the main library when the renovation or construction is done. Bill concurred and noted that such a change would allow greater flexibility, reduce redundancy, minimize duct and heating pipes, and allow for installation of smaller, cheaper, and more efficient HVAC systems.
 - i. Details on that will be under the aegis of D&W.
 - h. D&W's cost estimator will outline costs based on a combined outline of plans.
 - i. For the May 21st meeting SSV will deliver an interim report.
 - j. SSV will also be looking at feasibility of using the 1913 annex.
3. 11:45 Adjourn. There being no further business the meeting was adjourned.
4. Next meeting April 23, 2018 10:30 am

Respectfully submitted, Tracy Bowen

Actions Summary

Jane and Doug will look at SFL plans being held at Cape Ann Museum.

Mern will share Greg Bover's outline of work done during his tenure as President of the Board with Deborah and Lynne.

Deborah will have SFL staff pull together information on the murals.

Deborah will email Lynne the Library Building Plan (prepared for the Mass. Board of Library Commissioners grant) which details program needs.

For the May 21st meeting SSV will deliver an interim report.