

SAUNDERS HOUSE STEWARDSHIP COMMITTEE

**Monday, October 21, 2019, 10:30 am
Byers-Davidson Room, Saunders House
88 Middle Street, Gloucester, MA**

Attendance: Prudence Fish, Barbara Lambert, David Rhineland, Joann Riley, Mern Sibley (Chair), and guest Bill Finch

Not Present: n/a

1. Welcome and introductions. This meeting is being recorded
 - a. Mern filled Bill Finch in on the Building Program process and recent improvements/repairs made to the Saunders House.
2. Approval of minutes of September 16, 2019. Mern moved to approve the minutes as presented and Pru seconded. David abstained and the minutes were approved.
3. Reports from relevant meetings: Buildings and Grounds, Library Capital Projects Committee, and Board of Trustees
 - a. Capital Projects Committee: Mern briefly explained the Feasibility Study process. Interviews will be scheduled with ~25 people. Results are expected at the end of November.
4. Progress report: Finding contractor for sill work – Pru and Barbara
 - a. Pru has tried to schedule with a few people with no success. She was, however, able to connect with John Watson, who plans to come out next week to look at it.
5. Prioritizing work – Discussion
 - a. Paint analysis: Bill touched on paint analysis in his earlier report. He shared examples of what paint analysis samples look like and briefly described the process and purpose of conducting a paint analysis. We would do this with an eye toward restoration - especially of the Byers-Davidson Room.
 - b. Chimney work: Pru spoke with Richard Irons, who will come to evaluate the work needed.
6. Next meeting November 18, 2019 10:30 am
7. 11: 45 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen