

**Building and Grounds Committee**  
**Monday, September 10, 2018, 4:30pm**  
**Muzzey Room, Saunders House**  
**2 Dale Avenue, Gloucester, MA 01930**

**Attendance:** Fred Cowan (Chair), Chuck Everett, Kecia German, and Library Director Deborah Kelsey

**Not Present:** Scott Memhard and Dan Ottenheimer

1. 4:30 Call to Order. This meeting is being recorded.
2. Welcome and Recent Developments
3. Approval of August 13, 2018 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved unanimously.
4. Interior Update – Fred Cowan
  - Bathrooms: George Leavitt, with accompanying architect John Weaver, looked at first floor bathrooms to determine renovating them to make one single stall family and one ADA bathroom. The architect commented that there is room to add a third bathroom; he suggested a men’s room. The doors would be unlocked but the stalls would be lockable. They gave an estimate of \$60,000 to do all three.
    - This would leave the children’s bathrooms as is.
    - The two women’s stalls will be lost in the renovation.
    - Questions to be resolved:
      - Children’s bathrooms or family? Can children go alone?
      - Add an ADA restroom where children’s room is?
      - We can work with the kitchen space too; Kecia wondered if the staff needs the fridge and sink for programs?
  - Heat exchanger system in Saunders House (provides heat to first floor of the Monell Building): Should this be replaced with a separate system? The rooftop unit (RTU) connects directly to the Friend Room. The new split system, combined with electric baseboards already there, should be sufficient for the Children’s Library. We need an engineer to determine if the bathrooms, the kitchen, the halls, and the custodian’s room are heated with the existing system. Fred will ask Preferred Air for a report on surveys they’ve done in the past. Kecia suggested having a diagram drawn up for inclusion in the new procedural manual.
  - Fountain: Fred spoke with Robert Shure, who worked on the sculpture, about building a winter cover for the fountain. Fred asked for opinions on having a

decorative cover versus a strictly functional one. Kecia suggested going with a simple box cover for now until we have a design for the Building Program. Deborah suggested decorating the box with something unique to Gloucester – namely Katy and the Big Snow (by Virginia Lee Burton).

- 2<sup>nd</sup> Floor carpet: We are replacing two sections where carpeting has split and poses a tripping threat. The carpeting has been received by Glover's and will be installed.
- Stairwell signage: Colleen Anderson of Good Harbor Graphics is working on pricing for the signs. She'd like to lower the cost from what she had originally thought.

#### 5. Exterior Update –

- Fountain and mulch: When mulch gets into the fountain it clogs up the system. Fred suggests replacing mulch in the area around the fountain with a different substance. Kecia suggests creating a walkway with crushed stone or crushed shells. Fred will ask George if the crushed shells could also clog the system.
- Kecia provided a walk-through of the garden with Fred and Patrick Low of JPL Landscaping who will start work as the new landscaper as of October 1<sup>st</sup>. Joe Poirier removed the violets. Exposed irrigation lines will be covered with a layer of mulch. The irrigation lines near the beech tree are not working; Kecia will clarify with CATree/Matt Natti whether he would like them to be functioning around the tree. She will also ask him about adding mulch around the tree. Pat Low and Kecia inspected the irrigation system; Pat thinks there's something wrong with the control box. He will reach out to Don of Olson Irrigation to troubleshoot the system and control box.

#### 6. Saunders House – Mern Sibley via Fred

- There is damage to a section of gutter on the Dale Avenue side; that section will need to be replaced, but there was no damage to the building. George Leavitt will see to the fix.

#### 7. Open items – Fred Cowan

- Fire suppression system
  - Fred met with the Fire Chief. He advised we contract for a thorough review of the fire suppression system. On the 27<sup>th</sup> a team from Xcel, along with two members of the Gloucester FD, will tour the facility at a cost of ~\$1,000 to review the system.
- Security / Safety Personnel
  - Fran Aliberte is working with Fred to negotiate with the City's AFSCME union representative, Joe Biondo. The aim is to fill the position with an independent contractor (with no benefits).
- Electric powered equipment

- Stihl replacements have been received for all equipment except for the snow blower. Replacement of the snow blower is pending more research.
  - Deborah asked Essery Electric to install a charging station for the equipment.
  - Surveillance system
    - It was installed and the focus refined on Friday. We are working on linking them to computer systems so they can be monitored on computers and personal electronic devices. This might need to be coordinated with James Pope and City IT. Deborah will look into details.
  - Repair & Maintenance/Property Management Manual
    - We received a proposal. Fred asked for a motion to approve work to prepare the manual at a cost not to exceed \$2,500 at \$60/hour. This Manual should include the Monell building, the 1913 annex, and the Saunders House. Chuck made the motion, Kecia seconded, and the motion was approved unanimously.
8. Concerns of Members
- Deborah mentioned the Northeast Document Center's Preservation Assessment of our storage areas; there are several concerns about painting storage in the vault and newspaper storage in the Saunders House basement. She will send a PDF of the report to Fred.
  - Irrigation system. Deborah gave Kecia two keys to the control box. Kecia will give one copy to the custodian.
9. 5:29 Adjourn. There being no further business Kecia moved to adjourn; Chuck seconded and the meeting was adjourned.
10. Next meeting: October 22, 2018 at 4:30

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Chuck moved to hire someone to prepare Repair and Maintenance/Property Manual at a cost not to exceed \$2,500. Kecia seconded, and the motion was approved unanimously.

### **Actions Summary**

Fred will ask Preferred Air for a report on past surveys of the heat exchange system.

Fred will ask George Leavitt if the crushed shells would clog the filter system in the fountain.

The irrigation lines near the beech tree are not working; Kecia will clarify with Matt Natti whether he would like them to be functioning around the tree. She will also ask him about adding mulch around the tree.

Deborah will talk with James Pope about hooking the surveillance system up to monitors and personal devices.

Deborah will send Fred a PDF copy of the Northeast Document Center's Preservation Assessment of our storage areas.

Deborah gave Kecia two keys to the irrigation system control box. Kecia will give one copy to the custodian.