

**SAUNDERS HOUSE STEWARDSHIP COMMITTEE  
SPECIAL MEETING**

**Friday, February 9, 2018, 10:30 am  
Byers-Davidson Room, Saunders House  
88 Middle Street, Gloucester, MA**

**Attendance:** Prudence Fish, Bill Remsen, David Rhineland, Mern Sibley (Chair), and Library Director Deborah Kelsey

**Not present:** Jane Mead

1. 10:32 Welcome and Call to Order. This meeting is being recorded.
2. Discussion and voting on Lynne Spencer's REVISED Saunders House assessment proposal from Spencer Vogt Group (SVG)
  - Overall, the revision addressed our needs.
  - The project timeline with tasks listed by week is helpful.
  - Dorr & Whittier (D&W) feel the length of the project is realistic;
    - Timely responses from the Committee might speed the process.
  - Specifics on payment schedule are lacking:
    - We will ask her to provide a timeline with dates and amounts tied to tasks.
  - We need clarification on the additional \$1,000 for expenses (miles, travel, printing).
  - Increase in price due to paint analysis:
    - Bill Finch did some preliminary analysis;
    - It is not critical to the immediate needs for the Building Plan (square footage question, library usage, ADA compliance).
  - We need to understand difference in types of files and copies needed; can be clarified in the contract.

We attempted to call SVG for clarification today and left messages at the office and on Lynne's cell phone.

Bill moved to accept proposal at an amount not to exceed \$47,500 with the requirement that: 1) SVG remove the paint analysis from the proposal; 2) they create and include a clear payment schedule with amounts tied to task-completion; 3) they clarify the final line of the spreadsheet (re: \$1,000 expense).

Pru seconded the motion. The motion was approved unanimously.

3. Next steps:
  - Mern will email Lynne re: above requirements to finalize the proposal;
  - Mern will send any new or revised documents to the Committee (for informational purposes only);

- The Committee will provide a summary of the project to the Board, with a cost, and Committee approval.
  - Mern has prepared the following summary (and will share with the Committee):
    - Pages 30-34: understanding of scope of work;
    - Page 35 timeline;
    - Fee proposal.
- The final document will be delivered to Deborah by February 15 to send to the Board;
- Board approves expenditure at their next meeting;
- D&W sign contract

4. Other:

Bill returned the following Documents to Deborah:

- a. Report of a Preservation Survey, Gloucester Lyceum and Sawyer Free Library, Feb. 20, 2003. By Millie O'Connell, Preservation Consultant to Northeast Document Conservation Center
- b. Americans with Disabilities Act -ADA Transition Plan Update/Site Access Survey for the Gloucester Lyceum & SFL
- c. Feasibility Study for Renovation and Expansion of the Gloucester Lyceum & Sawyer Free Library. Finegold Alexander & Assoc.
- d. Gloucester Lyceum & Sawyer Free Library Feasibility Study and Schematic Design for Renovation & Expansion. Prepared by Richmond, French Design.

5. 11:40 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

**Motions Summary**

Bill moved to accept the SVG proposal at a cost not to exceed \$47,500 with the requirement that: 1) SVG remove the paint analysis from the proposal; 2) they create and include a clear payment schedule with amounts tied to task-completion; 3) they clarify the final line of the spreadsheet (re: \$1,000 expense). Pru seconded the motion. The motion was approved unanimously.

**Actions Summary**

Mern will email Lynne re: above requirements to finalize the proposal.

Mern has prepared the following summary (and will share with the Committee):

- Pages 30-34: understanding of scope of work;
- Page 35 timeline;
- Fee proposal.

The final document and summary will be delivered to Deborah by February 15 to send to the Board for review.