

# SAUNDERS HOUSE STEWARDSHIP COMMITTEE

Monday, October 1st, 10:30 am  
Byers-Davidson Room, Saunders House  
2 Dale Avenue, Gloucester, MA

**Attendance:** Prudence Fish, Jane Mead, Bill Remsen, David Rhineland, Mern Sibley (Chair), Library Director Deborah Kelsey, and guests Lynne Spencer (SS&V) and Maria Fernandez-Donovan (D&W)

**Not Present:** n/a

1. Welcome and introductions - this meeting is being recorded. The Committee thanked Lynne for her work. Dore & Whittier start discussion on Building Plan build vs rebuild decision.
2. Approval of minutes June 18, 2018. Bill moved to approve as presented. Pru seconded and the minutes were approved.
3. Final Report and discussion — Lynne Spencer of SS&V  
Lynne used the Secretary of the Interior's Standards for the Treatment of Historic Properties which notes that added features should be matching but distinct. This is open to interpretation. She recommends focusing on four areas: Programs and Locations; Relationship with the main building; Structural work needed; Projected construction cost estimates. Deborah will send the new strategic plan for inclusion in the appendices.

Highlights from the report:

- a. Windows: Lynne proposes keeping what we have for now. She recommends replacing storms as needed with a "low profile" storm window following along the lines of the windows in place. Use lots of good weather stripping.
- b. Foundation and drainage: Determine where the drains end.
- c. Basement: Whatever the use, it needs damp-proofing. If used for archive storage we would create a room within a room with its own HVAC system.
- d. Hazardous Materials: Lead: regulations are based on hours of occupancy by children; this doesn't seem to apply here. The report includes a comprehensive list of other materials and recommendations.
- e. Loading capacities: these are based on spacing of joists, and species and condition of wood used. The chimney and masonry are strong, but the wood structures have been weakened over the years.
- f. Plumbing: We need to update and replace fixtures and piping.
  - i. They recommend replacing the fire suppression system with a wet system with a separate dry system on the third floor.

- g. HVAC: Currently there is no AC. The heat is steam and electric baseboard. They recommend an integrated HVAC system; the engineers recommended three different options. Cost estimators gave installation projections, but not operating cost projections.
- i. Points to consider:
    - Will the system be separate from the main building systems. The consensus is that it would be separate.
    - Ceiling space required for ductwork (details are included in the recommendations).
    - Environmental goals (acceptable temperatures, levels of humidity, and changes in humidity with the seasons, vapor barriers, and insulation needs).
  - ii. Discussion:
    - Bill recommends a UNICO system (a.k.a., high velocity system) with small flexible ducts; Lynne commented that they can be noisy.
    - We can ask the engineers what they assumed about vapor barriers and insulation.
    - Lynne recommends not adding insulation to the walls.
    - Forced hot water heat vs. forced air; depends on whether or not it's a split system (not split = forced hot air).
- h. Electrical system: current shared with Monell. Recommend rewiring the entire building separate from the main building system.
- i. Murals: They are flaking and fading, partly due to humidity levels. Peter Williams assessed them; he also assessed the City Hall murals.
- j. Building Code Analysis: offered two schemes each with optional archives. Wheelchair accessibility is assumed for all occupied levels; the degree of accessibility hinges on the part of the building code being used. The applicable section of the code will inform design and the number of bathrooms.
- k. Relationship with the main building:
  - i. Scheme One: assumes a link to the main building with an elevator in the annex or main building.
  - ii. Scheme Two: SH is a stand-alone building; an elevator and all-floor access would be in SH. They haven't resolved entrance to the building because that hinges on main building design.
- l. Structural work needed for floor-load capacity:
  - i. They are planning based on the highest possible usage of 150 pounds per square foot for housing stacks – no matter the intended initial use of the space. This would require installation of a steel frame structure if done throughout the building. This is easy enough to do for the first floor only using steel framing in the basement.
  - ii. Alternately, we could do 100 pounds per square foot on the second floor via "sistering". This is adequate for assembly. We would have to post maximum capacity on meeting spaces.

- iii. There was general consensus for 150 pounds per square foot on first floor and 100 pounds per square foot on second floor.
- iv. Lynne will ask the engineers to refigure projections based on differing load capacities on two floors.
- m. Projected construction cost estimates:
  - iii. Schemes One and Two: \$87,000 for mural conservation; \$43,000 for hazardous material abatement. Steel costs: \$65,000+ for Scheme One or \$82,000+ for Scheme Two.
  - iv. Projections do not include contingencies nor design costs. Lynne recommends re-estimating costs at each stage of the design.
  - v. Archive storage is not included in estimates. This comes in at ~\$500,000 (more or less depending on Scheme One vs Scheme Two).
- n. Questions:
  - vi. Are there current health and safety issues? None until work begins.
  - vii. Asbestos removal? Would wait until construction begins.
  - viii. Would need to add a 5” slab in basement for archival storage. Not known what is there now, but Lynne assumes a mud slab.
  - ix. Location of the toilets are dependent on Building Plan. Staff would like their own bathroom, but that might not be possible. We can include a staff break room in the SH plan.
  - x. Discussion on staff in the SH and use of the second floor. Consensus: Anderson Room would be one big meeting room with three smaller usable spaces on the other side of the hall.
  - xi. Scheme One second floor design would reinstate a wall where the building originally stopped; this would greatly alter the stairwell hallway.
  - xii. Archives:
    1. Jane asked about combining archives storage with CAM’s plan for new archival storage. The City has greatest need for archival storage. We can provide expertise and access. Building a new main building could plan for underground archival storage.
    2. Jane asked about possibility of installing archival storage later. Lynne suggested that it is more prudent to plan and construct as one project given the need for a 5” slab if planning archives storage. She noted also, differing HVAC and fire suppression needs.
    3. Deborah is working with a joint committee (City, SFL, Cape Ann Museum) to resolve storage and access needs. The solution will likely be a public-private partnership.
  - xiii. Brief brainstorming of funding and fundraising: appeal to county registry for funding of archival storage; local meal tax; grants that fund combined historic preservation and ADA access; planning and development grant through Mass. Cultural Council Facilities Fund.
- o. Next steps:
  - i. Lynne will update the report based on today’s conversation.

4. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
  - a. Gutter: Building & Grounds had gutters cleaned by George Leavitt who, in doing so, found rot in one section of the wooden gutter that needs to be repaired. Leavitt proposes replacing it with a section of fir. B&G is looking for approval from this committee.
    - i. We would like a detailed description of what they plan to do and how they plan to attach it. Mern will speak to Fred with questions from the Committee.
  - b. Hanging downspout: Leavitt proposes connecting it to the drain system. Pru moved that the downspout be connected to the drain. Bill seconded and the motion was approved. As an aside - we need to have Dash Drains (or someone) back to see where the drains empty.
  - c. Maria briefly outlined the ~six-month plan for determining next steps on the Building Plan.
5. 1:00 There being no further business the meeting was adjourned.
6. Next meeting: Monday, November 19, 2018 at 10:30AM

Respectfully submitted, Tracy Bowen

### **Actions Summary**

Deborah will send the new strategic plan to Lynne for inclusion in the appendices.

Lynne will ask the engineers to refigure projections based on differing load capacities on two floors.

Lynne will update the report based on today's conversation.