

**Gloucester Lyceum & Sawyer Free Library**  
**Building & Grounds Committee – Meeting Minutes**  
**Monday, August 12, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, August 12, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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

**Not Present:** Scott Memhard

1. 4:35 Call to Order
2. Welcome and Recent Developments
3. Approval of July 8, 2019 minutes. Kecia moved to approve as presented. Dan seconded and the minutes were approved.
4. Interior Update –
  - a. Fred has asked John Essery to install an outlet in the Friends’ book cage.
5. Exterior Update – Dan Ottenheimer
  - a. Repairs needed for a dip in a section of bricks in the amphitheater
    - i. Sinking bricks at the collar of the circle are creating a tripping hazard. Fred asked for suggestions of people to repair it.
    - ii. Dan moved to authorize up to \$1,000 to repair the brick walkway in the amphitheater. The motion was seconded and approved.
    - iii. Fred will schedule this for after Labor Day.
  - b. Olson Irrigation quote for extending the system to the area outside the Children’s Library (see attached)

After a brief discussion it was decided the area outside the Children’s Library should be watered by hand.

    - i. Chris, the custodian, has been taking care of lawn care – mowing and watering the grass in that area.
  - c. Filling the circle in the center of the bricks in the amphitheater with a piece of art
    - i. Deborah suggested there could be Memorial Funding in place. She will inquire further.
    - ii. We would want whatever is there to be removable during construction.

- iii. Fred will ask the masons fixing the bricks (see above) to remove the pebbles.
    - iv. When the time comes we will seek bids from local artists.
  - d. Lowering the curb at the rear entrance for greater accessibility. After discussion the group decided against doing this. Dan suggested adding a sign (Stroller Ramp) to the existing signpost for the ADA ramp to heighten awareness of the location of the ramp; he will research options.
  - e. Beech Tree update:
    - i. Cape Ann Tree treated it with a fungicide spray, which has left a coating of a white powder behind the tree.
    - ii. Matthew Natti recommends a delay of the “Bio” treatment for the infection. The tree’s doing well.
    - iii. Fred has the Adele Ervin commemorative plaque and is working on a system for displaying it. Matt Natti of Cape Ann Tree will oversee the installation to make sure it is done in a way that does not damage the tree or its roots.
  - f. Landscaping: Round Up versus Preen
    - i. In the interest of public safety and public perception we would like to limit weed control to non-toxic solutions. Weeding by hand is preferable. Fred will discuss this decision with Pat Lowe of JPL Landscaping.
  - g. Fountain is working well. It currently requires a weekly clean-out of the pump lines; the culprit is likely a neighboring (cherry?) tree dropping leaves that turn to sludge in the water. The tree is also too close to the SH foundation. We will have the tree removed; Fred will ask Mern to inform the Saunders House Stewardship Committee of the decision and the reasons behind it.
- 6. Saunders House Update –
  - a. Archivist Jacklyn Linsky is working on inventorying the newspaper collection.
- 7. Open tickets – Fred Cowan
- 8. Security Update
  - a. The group discussed a quote from Signet Electronic Systems for installing an additional camera to surveil the Dale Avenue porch. (see attached). Fred has been in touch with Signet for clarification on the high labor charge. We will table the decision until we hear back from Signet.
- 9. Permanent donor and/or memorial plaques
  - a. It costs about \$1,000 to commission and install a bronze plaque that’s mounted on cut stone.

10. Items not reasonably anticipated by the Chair 48 hours in advance of the meeting.

a. Bathrooms:

- i. Fred and Capital Projects Committee Chair, Simon Paddock, consulted by conference call with Peter Pearson of Library Strategies (LS) about public perception and the wisdom of renovating the bathrooms downstairs. Peter agreed that it is a safety issue that needs to be addressed before the building renovation.
- ii. He also agreed that it would be wise to install a unisex bathroom on the main floor.
- iii. LS suggested we consult with the City plumbing inspector about what would be required.
- iv. Dan will talk to architect Rob Gulla re: clarification on what research he did into City regulations and about helping to design the bathrooms.
- v. John Brennan has requested we make a recommendation to the Board for Board approval.

b. Fire Suppression system: The dry heads will be replaced this week. We have had to rearrange the top floor shelving to provide access for the dry heads.

- i. Fred will enter a ticket with the DPW to move the shelves back once the dry heads are installed.

11. Next meeting: September 9, 2019 at 4:30

12. 5:32 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Dan moved to authorize up to \$1,000 to repair damaged brick in the amphitheater. The motion was seconded and approved.

### **Actions Summary**

Fred will schedule repairs to damaged brick in the amphitheater for after Labor Day.

Deborah will inquire further about the availability of Memorial Funding on hand to finance structures on the grounds.

Dan will research sign options for the parking lot that will point people to the access ramp.

Fred will discuss non-toxic weed control options with Pat Lowe of JPL Landscaping.

Fred will ask Mern to inform the Saunders House Stewardship Committee of the decision to remove a tree that is too close to the Saunders House foundation and is interfering with pump function in the fountain.

Dan will talk to Rob Gulla re: clarification on what research he did into City regulations and about helping to design the bathrooms.

Fred will enter a ticket with the DPW to move shelving back into place on the second floor once the dry heads are installed.

Peter Olson/Olsons Landscape & Turf  
 Irrigation Co  
 17 Columbia St  
 Swampscott, MA 01907

# PROPOSAL

Date	PROPOSAL #
10/8/2018	851DR

Name / Address
Gloucester Lyceum & Sawyer Free Library 2 Dale Avenue Attn: Dedorah Kelsey Gloucester, MA 01960

Ship To
Gloucester Lyceum & Sawyer Free Library 2 Dale Avenue Gloucester, MA 01960

Project

Description	Total
Irrigation system as propsed grass area	1,750.00
Total \$ 1750.00	

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# PROPOSAL

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7/30/2019

Fred Cowan  
**SAWYER FREE LIBRARY**  
2 Dale Ave.  
Gloucester, MA  
01930

Quote #: SESQ21003

Presented by: Matt Christy  
Email: [matt.cristy@signetgroup.net](mailto:matt.cristy@signetgroup.net)  
Phone: 781-871-5888 x1124



SIGNET Electronic Systems, Inc.  
90 Longwater Drive, Norwell, MA 02061  
(v) 781-871-5888 (f) 781-871-4757  
[www.signetgroup.net](http://www.signetgroup.net)

**Site Address:**

Fred Cowan  
 (978) 283-6029  
 fredcowan@aol.com  
 SAWYER FREE LIBRARY  
 2 Dale Ave.  
 Gloucester MA 01930

**Description of Work:**

Signet Electronic Systems, Inc. is pleased to provide you with this quote to install an additional camera on the Dale St. porch. The Axis M3058-PLVE is a fisheye camera that will be mounted on the wall centered on the steps. This will give you a 180° field of view and good recognition of people enter the building.

It is the responsibility of the Sawyer Free Library to have the CAT6 cable installed between the camera location and the Data closet.

It is the responsibility of the City IT Dept. to supply a PoE switch port configured in VLAN 250, and an IP Address in the 10.250.7.x subnet.

GSA Contract # GS-35F-146AA

QTY	DESCRIPTION	MAN	PART #	UNIT PRICE	TOTAL PRICE
1	360°/180° fixed dome with 12 MP sensor and support for Forensic WDR, Lightfinder and OptimizedIR illumination. Vandal-resistant casing in flat design, for outdoor or indoor installation. Provides complete 360° overview in up to 20 fps with WDR and 30 fps with WDR disabled. Dewarped panorama, quad, corner, corridor and up to four digital PTZ views. Client-side dewarping also supported. Multiple, individually configurable H.264 and Motion JPEG streams, Zipstream for reduced bandwidth and storage. Video motion detection and active tampering alarm. Supervised input / digital output for alarm / event handling. Memory card slot for optional local video storage. Power over Ethernet. Includes mounting bracket for wall or junction boxes. Midspan not included.	Axis	01178-001	\$849.00	\$849.00
1	XProtect Professional+ Device License	Milestone	XPPPLUSDL	\$169.00	\$169.00

1	Outdoor-ready, impact resistant (IK10+) back box with sealed compartment (IP66/67) for secure storage of connectivity devices. 3/4" / M25 conduit interface from both side and back. Can be mounted directly behind a wide range of Axis network cameras. Includes a network cable and extra gaskets.	Axis	01190-001	\$119.00	\$119.00
1	One year Care Plus for XProtect Professional+ Device License	Milestone	YXPPPLUSDL	\$31.00	\$31.00
1	Freight Charges	OTHER	FREIGHT	\$20.00	\$20.00
1	Telecom Technician (GSA) Standard Time GS-35F-146AA	Signet	LABOR	\$2,240.00	\$2,240.00
*Plus applicable taxes				<b>TOTAL</b>	<b>\$3,428.00</b>



## Assumptions

It is assumed that SIGNET will work during normal business hours. Please contact me if I can be of further assistance.

## Terms & Conditions

Provided the client has an open account in good standing, and unless specifically set forth in this written Agreement, payment for goods or services from SIGNET is net fifteen (30) days from the date of invoice. For clients without an open account, payments in advance or deposits will be required. Overdue payments shall bear interest from the due date at the rate of the lower of one and one-half percent per month (1.5%), or the maximum rate permissible under applicable law. Unless specifically set forth in this written proposal or within the project specifications, equipment will be invoiced upon delivery and labor provided will be invoiced in progress fashion. In the event that SIGNET has to engage an attorney and/or file suit to collect any unpaid Invoice, and/or in the event of any other litigation or arbitration arising out of this Agreement, SIGNET will be entitled to recover its attorneys' fees, expenses and all other costs of collection. Unless specifically set forth in this written proposal, all labor and parts will be warranted for one year. Any other manufacturer warranties above and beyond one year are not included in this proposal. Installation services will be provided in a professional and workmanlike manner, in accordance with applicable law.

SIGNET reserves the right to observe the following days as holidays:

New Year's Day  
President's Day  
Patriot's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas

Any failure by SIGNET to deliver or install products or to otherwise perform caused by reason of any of the following events shall not constitute an event of default or breach of any Terms and Conditions of this Agreement or any other contractual document between the parties: strikes, picket lines, boycott efforts, fires, floods, freeze, accidents, war (whether or not declared), revolution, riots, insurrections, acts of God, acts of government (including without limitation any agency or department of the United States of America or any other country, any state or local government), acts of the

public enemy, scarcity or rationing of gasoline or other fuel or vital products, inability to obtain materials or labor, and/or any other causes which are not reasonably foreseeable at the time of execution of this Agreement, or which are reasonably beyond the control of SIGNET.

To the extent allowed by applicable law, Client will indemnify, defend, and hold harmless SIGNET from and against all direct, indirect and/or any third-party claims, liabilities, damages, and costs (including attorney's fees and all settlement costs) arising out of or relating to this Agreement and/or to Client's or Client's agents, contractors and/or employees' acts or omissions, including any unsafe worksite, building or property condition, regardless of whether or not the claims, liabilities, damages or costs were caused in part by a party indemnified hereunder. The parties agree that there are no third-party beneficiaries express or implied to this or any other contract between Client and SIGNET. To the extent allowed by applicable law, Client will also indemnify, defend, and hold harmless SIGNET from any government or third-party actions, fines and/or penalties arising from Client's failure to follow or abide by any applicable laws, including without limitation, public bidding laws and prevailing wage laws or other employment laws. Client's indemnification and defense obligations shall all survive the expiration or termination of this Agreement, irrespective of the cause, and shall extend to claims arising after all services have been fully performed. This indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation, or benefits payable by or for Subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts.

SIGNET will indemnify, defend, and hold harmless Client from and against all liabilities, damages, and costs (including settlement costs) arising out of SIGNET's gross negligence or willful misconduct, which has been finally adjudicated, including but not limited to liabilities, damages and costs arising out of: (1) defective or faulty installation; and (ii) any violations of applicable laws or code requirements related to the installation. For purposes of clarity, SIGNET will not have any obligations or liability under this Agreement arising from any hazardous, unsafe and/or unknown conditions at Client's premises. Client certification of Asbestos presence: Unless noted above, the Client hereby certifies that Asbestos and/or Asbestos-bearing materials are not present in the areas in which SIGNET's work will be performed. Work in Asbestos

hazard areas and/or Asbestos removal is not included in this Agreement and, if required, will be performed at an additional cost by an authorized, certified contractor. SIGNET shall take reasonable efforts to notify Client of any resulting delay, and Client shall grant SIGNET any reasonable time extensions and/or cost increases arising out the hazardous condition. SIGNET shall have full control and authority over the defense and resolution of any indemnified claims, except that (a) any settlement requiring the Client to admit liability or to pay any money will require Client's prior written consent, such consent not to be unreasonably withheld or delayed, and (b) Client may join in the defense with its own counsel at its own expense.

This proposal and any drawings, designs, specifications or other information provided by SIGNET in connection with this proposal shall all be considered Confidential Information and the proprietary business information of SIGNET (hereinafter, "Confidential Information"). The recipient of any Confidential Information shall not disclose any Confidential Information, except to employees, and/or agents who need to know it and who have agreed in writing to keep it confidential. The recipient shall also ensure that those employees and/or agents shall use the Confidential Information only to exercise rights and fulfill obligations under this Agreement, and shall keep the Confidential Information confidential and destroy it once it is no longer needed. The recipient may disclose Confidential Information when required by law after giving SIGNET reasonable notice and an opportunity to seek confidential treatment, a protective order or similar remedies or relief prior to disclosure.

All claims, disputes, or controversies arising out of or relating to this Agreement, including the breach thereof, shall be adjudicated via litigation in either the Superior or District Courts located in Middlesex County, Massachusetts, unless SIGNET in its sole discretion

elects to have such claims adjudicated by arbitration. Such arbitration shall be exclusively held in Boston, Massachusetts and shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This Subcontract shall be governed by the laws of the Commonwealth of Massachusetts, without regard to its conflict of laws rules or principles. In its discretion, SIGNET may also join or consolidate any claims between it and Client with litigation or arbitration proceedings between SIGNET any other party, wherever such proceedings are located, provided the proceedings involve, in any way, this Agreement and/or SIGNET's work for Client. Client waives any objection to the jurisdiction, forum, choice of law, venue and dispute resolution procedures which govern such proceedings and agrees to be bound by the results.

In the event any claim(s) is/are brought against SIGNET in connection with this Agreement and/or SIGNET's work, SIGNET's liability shall not exceed the amount Client has actually paid SIGNET at the time either litigation or arbitration proceedings are initiated, irrespective of whether the claim(s) asserted is/are for breach of contract, tort, equitable relief, or otherwise. Client waives any claims for punitive, incidental and/or consequential damages, including delay damages of any kind, loss of use, and/or damages under chapter 93A.

SIGNET shall not be responsible for hidden conditions, defects in the work of others not reasonably observable, or conditions it was not provided the opportunity to view prior to execution of the Agreement. SIGNET has no design duties, and shall not be responsible for errors, omissions or deficiencies in the design of the Work. SIGNET shall have no responsibility for or liability arising out of any design, functionality, methodology and/or other decisions made by Client, Client's designer(s) or any third party not in Client's control.

We sincerely appreciate the opportunity to present this proposal to you. Please contact Matt Christy should you have any questions at 781-871-5888 x1124 or via email at [matt.cristy@signetgroup.net](mailto:matt.cristy@signetgroup.net).

**Client:**  
SAWYER FREE LIBRARY  
2 Dale Ave.  
Gloucester, MA 01930  
US

**Company:**  
SIGNET Electronic Systems Inc.  
90 Longwater Drive  
Norwell, MA 02061

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Signature

Matt Christy  

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Signature

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Printed Name/Title

Matt Christy, Client Executive  

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Printed Name/Title

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Date

7/30/2019  

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Date

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