

**Gloucester Lyceum & Sawyer Free Library
Building & Grounds Committee – Meeting Minutes
Monday, September 9, 2019**

The Monthly meeting of the Sawyer Free Library Building & Grounds Committee was held on **Monday, September 9, 2019** at 4:30 PM in the Muzzey Room, Saunders House, Sawyer Free Library.

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

Not Present: Scott Memhard, Dan Ottenheimer

1. 4:30 Call to Order
2. Welcome and Recent Developments. This meeting is being recorded.
3. Approval of August 12, 2019 minutes. Kecia moved to approve the minutes as presented. Chuck seconded and the minutes were approved.
4. Interior Update – Fred Cowan
 - a. Bathroom update
 - i. Ground Floor: Zelloe Weaver Architects will have revised plans to us in the next week.
 - ii. Main Floor: Rob Gulla is drafting plans for a single-stall bathroom to be situated to the right of the elevator shaft; Fred will ask him to also draft a plan for a two-stall bathroom.
 - iii. Fred and Kecia will meet with the City’s Plumbing Inspector to check on requirements if we make some renovations.
 - b. Furniture: Deborah has some plans for furniture for the Children’s Library, and for tilt-top tables for meetings.
 - c. AV Upgrade: Fred is working with the City.
 - d. Electrical Upgrades: Deborah is putting together a list of additional outlets needed, etc. Fred will meet with John Essery of Essery Electric to review the needed work.
5. Exterior Update – Dan Ottenheimer
 - a. Update on sign re: ramped entrance off parking lot
 - i. Dan did some research and found a stencil that will serve well. He will order that and we will ask DPW to make the sign.

- b. Landscaping Update: herbicide vs. hand-weeding
 - i. Fred met with Pat Lowe of JPL Landscaping who was appreciative of the importance of the issue. His compliance will increase JPL's labor charges.
 - c. Update on removal of cherry tree near the fountain. Fred spoke with Mern Sibley about the proximity of the tree to the Saunders House foundation. JPL Landscaping took care of this.
 - d. Beech Tree: The mushrooms that were growing along the exterior of the tree seem to be dying; we suspect that is because Matt Natti of Cape Ann Tree (CAT) has treated the fungus that is causing them.
 - i. Commemorative Plaque: Fred has the plaque; we need a stonecutter to shape the stone and inset the plaque. Chuck is researching a couple of options. We are looking for a stone that is at least 15" x 5" x 7". Once the stone is ready to be installed Matthew Natti of CAT will do the installation.
 - ii. Fred noted that the City's former Tree Warden, John H. Alto, recently died and our beech tree was noted in his obituary as of special interest to him. Reported: He led the effort to preserve the tree during Monell Building's design phase and construction.
 - e. Repairs to the circle in the amphitheater: George Leavitt has repaired the trip hazard at the circle. Crew also took care of issues in the walkway.
 - f. Roof of the '13 Annex: George Leavitt repaired a leak in the roof's skylight that had caused a drip in the Matz Gallery.
6. Saunders House Update –
- a. There was no August meeting. The next meeting is scheduled for September 16th.
 - b. The rotted gutter has been replaced and a SS wire mesh cap installed to prevent clogging.
7. Open tickets – Fred Cowan
8. Security Update
- a. The group discussed a quote for installing additional cameras (see attached):
When Fred questioned them on an earlier quote Signet Electronic Systems replied with a greatly reduced labor charge and a revised quote of \$2,108. Kecia moved to approve contract #SESQ21003. Chuck seconded and the motion was approved.
 - i. This might require additional electrical work.
9. Items not reasonably anticipated by the chair 48 hours in advance of the meeting:
- a. Friends: Kecia commented that Friends will need a good internet connection for credit card purchases for the Art Auction. They tested it out and were not able to connect. Deborah will attend to this.

- b. Deborah reported that we've had drug-related incidents in the bathrooms recently. This led to a discussion about relocating the SafeGuard Blue staff desk downstairs. Fred and Deborah will talk to Larry Ingersoll of SafeGuard Blue.

10. Next meeting: Moved to October 21, 2019 at 4:30

11. 5:15 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Kecia moved to approve Signet Electronic Systems proposal #SESQ21003 to install additional security cameras at a cost of \$2,108. Chuck seconded and the motion was approved.

Actions Summary

Fred will ask Rob Gulla to draft a plan for a two-stall bathroom to be considered for placement on the main floor to the right of the elevator shaft.

Fred will meet with John Essery of Essery Electric to review the needed work scheduled and the list Deborah is writing up.

Dan did some research and found a stencil that will serve well. He will order that and we will ask DPW to make the sign.

Deborah will assure there's a good internet connection for credit card purchases for the Art Auction.

Fred and Deborah will talk to Larry Ingersoll about the Committee's desire to relocate the SafeGuard Blue staff desk downstairs.

PROPOSAL

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
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

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	\$1,120.00	\$1,120.00
*Plus applicable taxes				TOTAL	\$2,308.00