

Gloucester Lyceum & Sawyer Free Library
SAUNDERS HOUSE STEWARDSHIP COMMITTEE
Meeting Minutes

Friday July 10, 2026 at 10:30 a.m.

Conference Room, 2 Dale Avenue, Gloucester, MA 01930

As the recent amendments to the open meeting law allows, the Saunders House Stewardship Committee will continue to hold meetings remotely. Adequate alternative access to the meeting is provided through the zoom link below.

And via ZOOM: <https://us02web.zoom.us/j/84764006667>

Dial in: 646-931-3860 US

Attendance: *in person:* Geoff Bradford (Chair), John Day, Wendy Frontiero, Barbara Lambert (joined at 1033), Beth Morris, and Library Director Jenny Benedict

Via video conference: Jen Holmgren

Not Present: Jeremy Melvin

1. Call to Order
2. Welcome and introduction
3. Approval of Minutes: June 5, 2026. Wendy and Jenny offered clarifications and corrections. Barbara moved to approve the minutes as amended. John seconded and the minutes were approved via roll call.
4. Fire Alarm / Electric Panel RFP
 - a. The Committee reviewed and discussed details of the RFP.
 - b. The RFP will be sent to Lifestyles Electric, Annese Electrical Services, 128 Plumbing, Heating, Cooling & Electric, and Spittle Electric.
 - c. Beth moved to authorize Jenny to share the RFP with the list of providers discussed. Wendy seconded and the motion was approved via roll call.
5. Structural Reinforcement Update
 - a. Work is expected to resume this week or next. They are coordinating with Excel Fire for the removal of the existing fire suppression sprinkler pipes before structural reinforcement work can continue.
 - b. Geoff will share an update with the Committee when he has one.
6. Fire Suppression Update
 - a. We have received stamped drawings. We are waiting to hear from Xcel about a start date.
7. Grants Update
 - a. MCC grant: Jenny reviewed the MCC grant contract. We have until 60 days after June 30th to file notice that the projects are completed. Geoff will let contractors know that we need work to be finished in August at the latest.

- b. Travel & Tourism (State) 50% matching grant: Jenny suggests applying for a grant to fund the lift and accessible second-floor bathroom. She feels that featuring the historic Saunders House has state-wide appeal. Jenny will proceed with the application; she would like input from the Committee on a dollar amount to request.
- 8. Middle Street Door Update
 - a. The doors have been constructed and we have paid 2/3 of the cost of construction. Jenny has received invoices needed for reimbursement per the grant.
 - b. Color: The group will look at paint samples and choose a color.
- 9. CPA Submission Update
 - a. The application has been submitted. We have a list of items that would be covered and not covered. For example, installation of new flooring is considered renovation, therefore not covered.
 - i. We will seek alternate funding for items not covered under the grant.
 - b. Jenny and Beth will go before the CPA Committee to present our application.
- 10. Next scheduled meeting: Friday, August 7, 2026 at 10:30 AM
- 11. 11:10 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Beth moved to authorize Jenny to share the RFP with the list of providers discussed. Wendy seconded and the motion was approved via roll call.

Actions Summary

Structural Reinforcement: Geoff will share an update with the Committee when he has one.

MCC grant: Geoff will let contractors know that we need work to be finished in August at the latest.

Middle Street Door Color: The group will look at paint samples and choose a color.