

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

Friday August 7, 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), Jen Holmgren, Barbara Lambert, Beth Morris, and Library Director Jenny Benedict

Via video conference: John Day, Wendy Frontiero, Jeremy Melvin (joined at 10:36)

Not Present: n/a

1. Call to Order
2. Welcome and introduction
 - a. Beth moved to vote John and Wendy in. Jen seconded and the motion was approved.
3. Approval of Minutes: July 10, 2026. John offered a clarification. Barbara moved to approve the minutes as amended. Jen seconded and the minutes were approved via roll call.
4. Structural Reinforcement Project update
 - a. Sprinkler system demolition should begin next week.
 - b. Reinforcement work should continue the week of August 17th.
5. Fire Suppression Update
 - a. See above
6. Middle Street Door Update
 - a. Removal of the old door is scheduled for next week.
 - b. Installation of the new door has not yet been scheduled. The opening will be boarded up, or a temporary door installed, in the meantime.
7. Destination Development Capital Grant Application
 - a. The Committee reviewed the application draft and offered feedback. Jenny incorporated suggestions into the narrative.
 - b. The deadline for submission is next Tuesday.
 - c. Beth moved to empower Jenny to refine the application and submit it before the August deadline. Jen seconded and the motion was approved via roll call.

8. Fire Alarm Quote
 - a. Jenny recommends an in-person meeting with LS Electrical Services, the Fire Department, and interested members of this Committee to review the scope of the quote and fire code guidelines.
 - b. Electrical panel upgrade: Jenny recommends contracting with Spencer Preservation Group for updated drawings given recent and proposed changes to the building. Updated drawings could be used to receive updated quotes.
 - c. Jenny further suggests that the Committee spend time at the next meeting to study plans and make a list of revised drawings needed.
9. Gutter: Geoff noted that the gutter above the front porch is falling off. This will be addressed in a future meeting.
10. Next scheduled meeting: Friday, September 4, 2026 at 10:30 AM. Because this is the Friday before Labor Day this might be changed.
11. 11:20 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

Motions Summary

Beth moved to empower Jenny to refine the Destination Development Capital Grant application and submit it before the August deadline. Jen seconded and the motion was approved via roll call.

Actions Summary

Jenny will refine and submit the Destination Development Capital Grant application.

Geoff will confirm the next meeting date.