Buildings and Grounds Committee Minutes, Brooks Memorial Library
Thursday, August 10, 2017

1. Call to order - 8:30 AM

Committee members in attendance: Starr Latronica, Jeanne Walsh, Jenny Rowe, Elizabeth Tannenbaum, Christine DeVallet, Jane Southworth, Pamela Becker
Absent: Lindsay Belleville, Paige Martin

2. Agenda - Changes and Additions - Jane would like to discuss the possibility of an RFP for hiring an engineer to advise us about the drainage problems.

3. Public Comment - None

4. Minutes of 7/6/17 - Approved

5. Updates -
   * Drainage problem - Russ Brown, the town’s supervisor for building maintenance, was present at this meeting. He explained that the next steps being taken in investigating and repairing the drainage problems, (back wall and roof leak,) will take place next week. The VT Sewer and Drain company will scope the drains from the roof, and also from the street if necessary, to find out if there is an obstruction or other problem. They will also patch and seal the main floor’s back wall. If the water seepage problem is solved with these actions, there will be no need to hire an engineer.
   * Plumbing project for old restrooms - Steve Horton is writing the specifications the the bathroom repairs. Once we have them, the job will be put out for bid.
   * New furnishings - We now have some catalogues. A member of the community who has a design business volunteered her services; we will invite her to attend our next meeting. Meanwhile, staff members and committee members will be asked to identify needs. It was also suggested that community members be invited to suggest needs via the website.
   * New Windows - The town plans to replace the front windows as part of addressing their energy audit.
   * The new window blinds for the staff room and repairs for the window quilts in the meeting room will be done next week.

6. New Business -
   * Policy for non-deferred maintenance projects - We discussed creating a list of major and minor needs so that we have an idea of which to prioritize. (The suggested elevator repairs would be on this list.) We’ll also ask Russ about which yearly routines we have, or should have, to check on various mechanical systems. (i.e. fire doors, furnace, AC, etc..)

   * Requests for maintenance work will now be directed through an “Electronic Ticketing System” created for all town managed buildings. This will track when requests are sent, received and when the work will be done.

Meeting adjourned at 9:50 AM        NEXT MEETING - Thursday, September 7, 2017, 8:30 AM.