

## **Minutes for Buildings and Grounds Committee, Thursday, January 12, 2017**

1. Meeting called to order at 8:50 AM.

**Committee members in attendance:** Starr LaTronica, Jane Southworth, Christine DeVallet, Lindsay Bellville, Leslie Markey, Jenny Rowe, Pamela Becker, Paige Martin, Robert Stack

**Absent:** Prudence McKinney, Elizabeth Tannenbaum,

Also in attendance: Jaylin Dibble, Anthony Girard

2. No public comment.

3. Minutes of 12/8/16 were approved.

4. Project Updates -

- Children's Room carpet to be installed week of 2/6 - 2/11.
- Teen Room shelving will be installed in mid-February.
- Main Floor Room flooring choices are not yet finalized.
- Staff Room cupboards discussion. A decision was made not to purchase from DEMCO but to have them constructed by a local woodworker.
- Teen Room shelving - After the meeting, Anthony, Lindsay and Jaylin, (representing Chip,) will visit that space and discuss the plan for new shelving and what will be removed to CR.

5. Building improvements which are not a part of the renovation plan -

- Front door lock problem. Portland Glass has been contacted. Starr will also look up the date of installation and research the warranty.
- The boiler will be replaced in the spring with one that the fire department has; it is smaller but more efficient. The town also has kept the air handler in its budget.
- Upstairs restroom floors need professional cleaning. A private cleaning company will be contacted for this job. The grouted tiles will then be sealed.
- A decision must be made by staff about which shelving units to save and which can be recycled. Those stored in GPI's space need to be removed.
- New chairs are needed for the Meeting Room. Starr will discuss this need at the Finance Committee Meeting later today.

Needs which will be discussed at the next meeting:

- Furniture for Main Floor Room.
- Furnishings for Starr's office.

Projects to be addressed at a later date when more funds are available:

- Replacing the fixtures in the upstairs bathrooms.
- Outdoor landscaping - the "path" from the parking lot needs to be formalized.
- The floors in the stacks, downstairs and mezzanine, need to be stripped and waxed.
- The mezzanine carpet needs replacing.
- Children's Room desk area needs new desks and shelving.
- Downstairs office may also need new work stations.

6. Meeting adjourned - 9:40 AM **NEXT MEETING - Thursday, February 9th, 8:30AM, Downstairs Main Reading Room**