

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Thursday, August 24, 2017**

1. Call to order - 8:30 AM

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

Also present: Russ Brown, Town Supervisor for Building Maintenance

Absent: Paige Martin

2. Agenda - Changes and Additions -

3. Public Comment - None

4. Minutes of 8/10/17 - Approved

5. **Updates -**

- **Drainage problem** - The VT Sewer and Drain company scoped the drains and found out there was an obstruction. They returned the following week with a backhoe to dig out the area where there was a blockage and found a broken drain pipe. This was repaired with new PVC pipe. During the next rainfall, there was no water or even moisture seeping through.

Russ made a drawing of the building's drainage system which will be formalized and filed at the Public Works Dept. for future reference.

- **Bathroom renovations** - Steve Horton wrote the specifications and they have already been put out for bid. Bids are due by 9/20.

During our discussion it was noted that there was no line item for ceramic tiles on the lower half of the bathroom walls. Starr will inform Steve Horton about this oversight. Bidders will have to provide an adjustment for this part of the job.

There was also discussion about the sequencing of upcoming HVAC project and the ductwork and ventilation repairs for the restrooms.

We discussed whether there is a need for three bathrooms upstairs since there is now also one located downstairs. It was decided that we can revisit this question depending on the cost estimates of the bids.

6. Meeting adjourned at 9:50 AM

NEXT MEETING - Thursday, September 7, 2017, 8:30 AM.