

**Buildings and Grounds Committee Minutes, Brooks Memorial Library  
Tuesday, October 17, 2017**

1. Call to order - 8:30 AM

**Committee members in attendance:** Starr Latronica, Jenny Rowe, Christine DeVallet, Lindsay Bellville, Paige Martin, Jeanne Walsh, Pamela Becker

**Absent:** Jane Southworth, Elizabeth Tannenbaum

2. Agenda - Changes and Additions - None

3. Public Comment - None

4. Minutes of 9/7/17 - Approved

5. Bathroom Renovations - Only one bid was submitted for renovation of the two small upstairs bathrooms; cost would be \$39,676. Discussion ensued about whether we need three restrooms upstairs now that there is one on Main Floor.

**ACTION:** Starr will ask Steve Horton to get bids for renovating and making one large restroom so that we can compare the cost difference and make a more informed decision.

6. Ventilation Issues - The HVAC work will be done in the next fiscal year.

7. Landscaping needs - We discussed the appearance of the front of the building: the overgrown shrubs, the front garden and the condition of the sidewalk. The condition of the wheelchair ramp/walkway is also a concern. Starr shared that Dick DeGray has some ideas for actions as does Steve Barrett. We would like to develop a timeline for improving these areas.

**ACTION:** Starr will invite Steve Barrett to attend our next meeting to share his ideas for changes in the front of the building.

8. Routine maintenance and safety procedures - We are still hoping to make a list of what is routinely covered and what the procedures are, and whose responsibility it is to do what, in the event of emergencies.

**ACTIONS:** Starr will check with Lenny Howard about the FD checklist. Pam will contact EAP to find out if they have any resources.

9. Floor Tile replacement - Lawton Flooring already quoted a price; Russ has that on file and will get it for us.

10. Lighting for the mezzanine statue - It would cost about \$250 for a canned light. There was discussion about whether that's the best choice.

**ACTION:** Starr will check with the Fine Arts Committee and also with the Smith College contact person, Billy, about what kind of lighting is needed.

**Updates -**

- The boiler has been replaced.

- The town is still committed to replacing the front single pane window panel with the hole. It now has a large crack. Starr will check with Patrick Moreland about the timing of this project.

Meeting adjourned at 9:30 AM

NEXT MEETING - Friday, Nov. 17, 8:30AM