

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Friday, November 17, 2017**

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

Absent: Jane Southworth, Paige Martin

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - none
3. Public Comment - none

4. Bathroom renovations - No updates to report.

5. Landscaping and other improvements for the front of building - We looked at and discussed the blueprints that Steve Barrett shared. (He was unable to attend this month's meeting but will try to attend the next one.) Questions :
 - Is there a timeline in mind for doing this work?
 - What's the plan for the large trees in the front of the building?
 - Who will do the landscaping for this project?
 - Does this plan include cutting into the hillside of the Municipal Building?
 - Is there a timeline in place for improvements to the parking areas around the Municipal Building?

6. List of routine maintenance and safety procedures - The goal of the Strategic Planning Committee in this area is to detail what the Library's plans are in the event of any type of emergency. Jane Southworth consulted with Mike Bucossi about the town's plan and she is using that document to write a plan for the Library. The goal of the Buildings and Grounds Committee is make a calendar checklist of which routine procedures are already in place. Starr will begin work on this. We also want to determine if there are other actions needed to maintain a safe and secure building. Jennie Rowe volunteered to do research to find lists compiled by other organizations.

7. Floor tiles replacement - Starr has not yet heard back from Russ about this job.

8. Lighting for statue on mezzanine level - The Fine Arts Committee discussed this and is still waiting to consult with DAX.

9. New business - Sprinkler system for boiler room - There is still some question about whether a sprinkler system is needed and if so what type and who is responsible for the cost. A simple one is in the \$700 range. One with alarms and shut-off features would cost \$7000.

Meeting adjourned at 9:20 AM

NEXT MEETING - We will schedule our next meeting for a date in January.