

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
EMERGENCY MEETING**

**August 24, 2018**

**Present:** Trustees Jennifer Rowe, Jane Southworth, Pam Becker, Adam Franklin-Lyons, Sirkka Kauffman, Howard Burrows, and Connie Bresnahan. Also present were Library Director, Starr LaTronica; Town Manager, Peter Elwell; Assistant Town Manager, Patrick Moreland. Absent: Trustees Amity DeAngelis and Leo Schiff.

**Call to Order:** Jenny called the meeting to order at 4:53pm.

**Purpose of the Meeting:** Town Officials met with the Board of Trustees to review the cost of the revised Library Energy Savings project which was significantly underestimated doubling the budgeted amount of \$178,000. to the current total of \$350,000. Town requested the Trustees to form a working partnership: Town would fund \$180,000 and Trustees would fund \$170,000. so that the plan can be brought to the Selectboard for approval and the project can be completed.

**Presentation by Peter Elwell** (\*see attached memorandum, page 3)

**Discussion:**

- Concern was expressed that the Trustees' current capital improvement priorities will be displaced (upstairs bathroom, LED lights, ceiling tiles, flooring). The Trustees do have funds for this work plus the town request but had planned to use the money over the next several years for additional projects.
- The Library is used heavily by the community; many more people spend time in the building than in other town buildings, justifying additional expense by the town. However, the town has significant deferred maintenance and capital projects town-wide, and will have for the next decade or so.
- Question arose what the savings from the energy project will amount to, and whether the Library will benefit. Peter said he can make a commitment that the Town will be partners with the Trustees: when savings occur, Town will notice and apply the savings to Library improvements. He stressed good faith in negotiation and eagerness to work together.
- Trustees are not expecting a return of \$170,000, but will depend on Peter's assurances that the Town will give priority attention to the Library's capital needs as it is able to do so.
- Trustees tentatively plan to work with contractor to include trustee projects in the work at the same time as the energy project is being completed.

**Motion:** Jane moved that the Board of Trustees agree to support the Energy project as described in the memo from Peter Elwell on August 24, 2018 using funds within the Trustees'

control to provide \$170,000 maximum toward the project budget. It is understood the library may undertake additional aspects of the work at the Board's discretion. Pam seconded.  
Approved.

The meeting ended at 5:40pm.

Connie Bresnahan  
Board Secretary

# TOWN OF BRATTLEBORO

Town Manager's Office · 230 Main Street · Brattleboro, VT 05301  
(802) 251-8151 Fax (802) 257-2322

August 24, 2018

Memo To: Peter B. Elwell, Town Manager  
Memo From: Patrick Moreland, Assistant Town Manager  
Re: Library Energy Savings Measures

The project at Brooks Memorial Library initially involved only two elements: replacing the single paned windows on Main Street with insulated double paned windows and the complete overhaul and replacement of the air handling system. A few minor items have been added to the scope including the removal of the in ground oil tank and a modification of the existing boiler to accommodate a transition to propane and away from heating oil. The single walled tank was supposed to have been removed back in 2009, but was not. A test dig is scheduled to determine if any leaking has occurred, and if it is clear, then removal of the tank in coordination with this project is a good idea and will add less than \$4,000 to the cost of this project. The plan is to replace the buried oil tank with an above ground propane tank that could easily be removed when and if the Town decides to install the proposed combined pellet heating system to serve the Municipal Center and the Library.

Brooks Memorial Library	
Air Handler-Zone Control-AC	\$ 161,975.00
Window Replacement	\$ 16,996.00
Original Budget	\$ 178,971.00

The revised scope was bid out and it is now clear that the complexity of this project was significantly underestimated in the 2016 Energy Audit report. This creates a significant challenge, in that there are really only 3 project elements: the air handler, the windows, and the tank removal. Eliminating either or both the windows and/or the tank removal would not significantly bring the project within budget. Eliminating the air handling component of the project would not achieve the intended energy savings and would leave the library with a failing system for heating, ventilation and air conditioning.

Brooks Memorial Library	
Project Management	\$ 9,000.00
Mechanical Design	\$ 7,000.00
Permits	\$ 2,642.00
Asbestos Removal	\$ 15,000.00
GMP	\$ 315,275.00
Total Project Cost	\$ 348,917.00
Needed	\$ (169,946.00)

With an approximate project cost of \$350,000, the Town needs an additional \$170,000 to complete this project.