

**MINUTES - Buildings and Grounds Committee, Brooks Memorial Library**  
**Tuesday, Sept. 18, 2018**

**Committee members in attendance:** Starr Latronica, Jeanne Walsh, Lindsey Bellville, Christine deVallet, Elizabeth Tannenbaum Pamela Becker **Absent:** Jane Southworth  
**Also Present:** Anthony Girard from GPI

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - Alarm System info
3. Public Comment - none
4. Updates:
  - **Garden work** - Not yet scheduled but promised for fall. Leslie, the volunteer, would like to be present when the work begins to discuss perennials.
  - **Drive-up Book Drop** - It's in place and in use. At present, only cones surround it but bollards are to be set in place and the pavement marked.
  - **HVAC Project** - Time table was pushed back due to sequence of finding funding sources and the timing of various meetings.  
**Front windows** - Granite Glass said they will be done this year.  
**Heating systems and duct work** - Work in removing stuff out of the mechanical room will begin today. GPI is getting things in place for Al Jeffers and Son, the contractor for the HVAC work. (Anthony spoke very highly of this firm.) Next week there will be demo in the mechanical room. By mid-October they will be working on duct work. After the heating system is converted to gas, there will be 5 smaller machines directing heat to different zones. Goal is to have it finished by mid-November. HVAC work will also provide new control technology. There was discussion about the baseboard heat loop; Anthony said that we have to do the first part of the plan before we'll know how that plays out. If needed, GPI can fashion some sort of covers for the Children's Room baseboard heaters to make them safer.
5. Other Project Plans - Anthony brought us up to date on GPI's plans.
  - **Bathroom renovations** - The two old ones will be converted into a new one which will be a mirror image of the one opposite. Same colors. (Work on the exhaust fan will come out of the HVAC budget.) Starr emphasized that there needs to be a new door. This job will be done late this year or perhaps even in January. Estimated cost of \$23,893, plus asbestos abatement cost of \$2500.
  - **Ceilings** - A contractor is coming today to look at the job and give an estimate. Anthony thinks it could be as high as \$90,000!
  - **Lights** - Electricians Lawrence & Lober have not yet given estimate but Anthony thinks it could be around \$20,000.
  - Anthony said that Efficiency Vermont can provide some incentives for the HVAC part of the project, worth perhaps a couple of thousand dollars.

6. Other - Starr informed us that the entire Alarm System will be checked this Thursday at 6PM; she will stay at the Library. The system is out of date and the contractor will give us information on levels of possible updates.

Meeting adjourned at 9:40 AM

NEXT MEETING - Tuesday, October 16th at 8:30 AM