

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Tuesday, January 16, 2018**

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

Absent: Lindsay Bellville, Paige Martin

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - none
3. Public Comment - none
4. Minutes of 11/17/17 approved

5. Landscaping and other improvements for outside the library building - Steve Barrett, Director of Public Works, was present and talked with us about plans developed by Southern VT Engineering to improve the access ramps and landscaping around the building.

Some of the questions from the committee's Nov. meeting were addressed:

- Is there a timeline in mind for doing this work? - No. This plan was made after an assessment of the dynamics surrounding the building. The plan has not even gone before the town manager or select board.
- What about the large trees in the front of the building? - Not part of this plan but something to consider.
- Does this plan include cutting into the hillside of the Municipal Building? - Not as it is now, but it's a possibility.

The current estimate is \$145,000 which SVE presented as a "menu" with unit items pricing. Some of that would be covered by the town's public works budget. There may be grants available for some financing.

In the interim, repairs will be made on the upper ramp this spring.

NEXT STEPS: Steve suggested that the committee continue to review the SVE plans in order to ask questions and make suggestions for changes. Committee members now have copies of sections of the plan to study. A discussion of possibilities will be the focus of our meeting in February.

6. Other project:

- Bathroom renovations - No updates.
- Floor tiles replacement - The estimate is \$7000 to encapsulate and lay new tiles in the main floor stacks area. Starr will try to get one more bid. **The committee made a motion to have this job done this year and use our budgeted funds.**
- Lighting on mezzanine level. - No updates.
- Sprinkler system for boiler room. Is it needed? - When the HVAC project is done this will be addressed.

7. List of routine maintenance and safety procedures - Pam will work on writing a checklist of which routine procedures are already in place and whether they are done quarterly, annually or whenever, and also whose responsibility it is to do them. (i.e. Fire Dept., Elevator Maintenance Co. etc.)

Meeting adjourned at 9:45
NEXT MEETING - Tuesday, February 13th, 8:30AM.