

**Keene Public Library
Building and Grounds Committee
Draft**

Meeting Minutes for meeting 10 AM August 3, 2016 at the Library (Green Room)

Regular meetings are held at 10 AM on the first Wednesday of each month.

Present: Yvonne DeMay, Jennifer Bone, Paul Henkel, Scott Martin, Kathleen Packard, Nancy Vincent

Minutes of our last meeting were approved.

Large Project Review and Planning – A contract for design including construction drawings is being negotiated with our architect, Tappe Associates. On August 10 a committee expects to narrow the field of Construction Management contenders to the 3 or 4 or so finalists which will be interviewed. Cheshire TV plans to contact the City to establish what the rental terms would be.

During construction use of alternate sites for large group meetings will be necessary. Possible sites could be the old Cheshire County courthouse or the Greek church.

Budget Planning – No discussion

Maintenance Issues –

A new building mechanic is being brought on board.

As follow up to the oil spill which occurred October 30, 2015 NH DES is requiring a test well. It is planned for August 25.

There have been a couple of mice caught in the Library. Additional trapping will be done to assure they are eradicated.

Control of temperatures in different air conditioned areas of the Library is very challenging. Work to balance the temperatures will be continuing.

Discolored metal trim on the Winter Street side of the Library will be addressed.

Landscaping - The Thayer Oak has some dead branches and some boughs in contact with the elevator tower roof should be trimmed. It was noted the Thayer Oak a special tree to the city. Kathleen Packard urged that the City consider consulting an Arborist with a goal of doing the least trimming practical.

Parking – No report.

Landscaping – No discussion

Old Business - none

New Business – None

Submitted by Paul Henkel