

**Buildings & Grounds Meeting
November 2, 2016**

Present: Kathleen Packard, Scott Martin, Yvonne DeMay, Jennifer Bone, Nancy Vincent, and Andy Bohannon.

Minutes: October, 2016 minutes were approved as written.

Large Project: Nancy reported that the architect's contract for construction documents has been signed. Work on development agreement and contract with construction management firm is ongoing. There was a meeting earlier this week of City people who will be involved with the project (IT, Code, Fire, etc.). They will need to examine plans closely. Jeff Hoover said that engineering drawings may be ready by November 18.

Historic Tax Credits: Nancy is trying to set up a meeting for next week with the State Librarian and people from NH Dept. of Historic Resources.

Maintenance Issues: Dan has been replacing light fixtures and bulbs throughout the Library as needed. The overhead lights in the Atrium on the 1st floor have been replaced with 10-year LED bulbs. The ceiling fans have been repaired at Heberton Hall. The fan on one of the Library boilers has been replaced. Outside railings and the bike rack have been painted. The State Dept. of Environmental Resources has signed off after testing the area where there was an oil spill saying they found no remains of oil or contamination.

Landscaping: Fall cleanup is in progress for gardens and leaves. Kathleen brought up the need to address the arborist's recommendation that the Thayer oak be trimmed and fertilized this fall. Andy and Scott will look to see if funds are available in the Facilities budget.

Old Business: The Facilities department is still waiting to hear from the city Position Control committee for the go-ahead to hire the Library custodian position.

New Business: Kathleen mentioned that at the Outreach Committee meeting last month. Gail mentioned that programming space may be very limited next summer at the Library because of construction. Once we know the kinds of programs that will be offered, we will need to look at possible off-site spaces for programming.

Motion to adjourn was duly made and seconded.

Respectfully submitted,
Jennifer Bone