

## **Library Buildings & Grounds Meeting March 6, 2017**

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

Minutes of the January 4, 2017 meeting were approved as written.

### **LARGE PROJECT REVIEW:**

- **Timeline** – Construction Documents ready for sending for 3<sup>rd</sup> party review on March 10; Anticipate starting date of mid-late July. After the 3<sup>rd</sup> party review, it is anticipated there will be some minor changes before the bid documents are sent out. The Annex and Connector work will start at the same time, with the Connector being completed first. Work on the library building will take place near the end of the project. Pushing ahead the construction start date is needed in order to have enough time for New Markets Tax Credits closing procedures.
- **Parking** – It is anticipated that all of the parking on Winter Street as well as the parking facing Winter Street in the Annex lot will be available during the project. The parking on the West side of the Annex will not be available. Construction workers will be given a map showing where they may not park, which will include all of the public parking spaces in front of the library and annex.
- **Propane Tank Location** – Spot is still being sought.
- **Carpets** – Carpeting for all floors of the library will be included in the bid documents as alternates, with each floor bid separately. Heavy duty carpeting may be specified for the Kay Fox Room and the Young Adult area. Kathleen asked about ventilation during carpet installation. Scott and Andy said the installers would provide what was necessary.
- **Cameras** – Nancy talked about potential locations for surveillance cameras at the Annex. (all entrances/exits, the courtyard, and possibly the porches on the 2 mansions)
- **Keys/Locks** – Nancy reported on the doors where electronic locks might be placed. These will include all doors leading to spaces that might be rented. As the electronic keying system is quite expensive, we will probably end up with a combination of electronic and physical locking systems in the annex. Further investigation is needed to learn how the electronic doors work and whether they lock automatically when closed.
- **Brick Testing** – is moving forward

- **Alternates** – Items not included in the scope of work, but to be done if funding permits include: HVAC Equipment and controls for the existing library, recarpeting, repair of windows on 1<sup>st</sup> and 2<sup>nd</sup> floors of library mansion, plumbing upgrades, and replacing some of lighting fixtures.

**BUDGET** – Facilities budget has been submitted. Included a supplemental budget request for landscaping and tree care funding.

**LANDSCAPING** - The tree closest to where the bus pull-off will be created may be endangered by the construction. An arborist will be consulted if deemed necessary.

**PART-TIME CUSTODIAN** – 34 hour/week position has been posted and closes March 10.

**CHANGE OF MEETING TIME** – Until further notice, the Buildings and Grounds Committee's regular meeting date will be the 1<sup>st</sup> Monday of the month at 1 p.m.

A motion was duly made and seconded and voted unanimously to adjourn at 2:30.

Respectfully submitted,

Jennifer Bone