

Keene Public Library Building and Grounds Committee

Meeting Minutes for meeting held 1:00 PM January 6, 2013

Present: Jennifer Bone, Bob Grier, Paul Henkel, Malcolm Katz, Medard Kopczynski, Nancy Vincent

Minutes of prior Meeting - Minutes from our November meeting were reviewed and approved.

Master Plan - The meeting which had been held January 30th with John Dugan, John MacLean, Nancy Vincent, Sally Miller, Beth Truman and Paul Henkel was reviewed: use of tax credits as a means of providing some of the financing for the Annex improvement project was discussed. In today's meeting we discussed the opportunity to integrate into the project major Annex maintenance needs, such as installing energy efficient windows and regrouting the masonry.

Large projects

CIP projects for energy efficient Library windows and Annex Mansard repair have been published and are available on the internet. They are appended below.

Carpet replacement needs to be scheduled. Med suggested Library staff could take the lead in inviting a carpeting contractor to provide an estimate.

Budget Planning -

Maintenance - Issues contained in the recommissioning report concerning the Library's HVAC are being quoted by vendors. This is being coordinated by Med and Bob Grier.

Parking - Parking on Middle Street was put under "more time" by the City Council's MFSI Committee. This committee will meet again Wednesday February 13 at 6:00 PM. Paul Henkel plans to attend.

Landscaping - (none)

Old Business - (none)

New Business - (none)

Minutes submitted by Paul Henkel, Chair

(At a prior meeting it was suggested the following may be listed in the City "catalog":

Paint the barrel vault of the 1912 addition

Replace the floor of Heberton Hall and control the humidity below

Repair windows in Heberton Hall

While these were not discussed at this meeting, we may wish to follow up on these at our next meeting. - PH)

CITY OF KEENE, NEW HAMPSHIRE 2014 - 2019 Capital Project Funding Request

GENERAL PROJECT DATA:

Project Name: **Library Windows**
 Department: **FACILITIES**
 Division: **N/A**
 Physical Location: **60 Winter Street**



PROJECT RATIONALE:

Federal Mandate: NA
 State Regulation or Law: NA
 Comprehensive Master Plan: Arts & Culture
 Council Initiative: N/A
 V.O.I.C.E.: Continually Assess Infrastructure
 Departmental Objective: Proactive renovations

PROJECT DESCRIPTION:

The need to improve the condition and energy efficiency of the windows in the Library Mansion, as well as Heberton Hall, has been identified for some period of time. When the library addition was completed in 1999 it was recognized that the windows should be upgraded for energy efficiency. This need was identified again as part of the Investment Grade Audit performed by Honeywell in conjunction with the Energy Services Contract (ESCO). Replacement of all the windows, as part of the ESCO project, was not feasible. Although as part of a 2012 project rehabilitating the Library Mansards, upgrade of the third floor Mansion windows was accomplished. This project request would upgrade windows on the first and second floor of the Library Mansion.

FINANCIAL PLAN & PROJECT SCHEDULE

	PRIOR	FY14	FY15	FY16	FY17	FY18	FY19	TOTAL
EXPENDITURES:								
pre design								\$0
design								0
construction				100,000				100,000
property acq								0
equipment acq								0
TOTAL	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000

FUNDING:

current rev.								\$0
short term								0
long term				100,000				100,000
federal								0
state								0
other								0
TOTAL	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000

OPERATING BUDGET IMPACT:

personnel								\$0
non-personnel								0
capital								0
debt service				1,750	13,325	12,975	12,625	40,675
TOTAL	\$0	\$0	\$0	\$1,750	\$13,325	\$12,975	\$12,625	\$40,675

CITY OF KEENE, NEW HAMPSHIRE

2014 - 2019 Capital Project Funding Request

GENERAL PROJECT DATA:

Project Name: **Annex Mansard**
 Department: **FACILITIES**
 Division: **N/A**
 Physical Location: **76 Winter Street**



PROJECT RATIONALE:

Federal Mandate: NA
 State Regulation or Law: NA
 Comprehensive Master Plan: Arts & Culture
 Council Initiative: N/A
 V.O.I.C.E.: Continually Assess Infrastructure
 Departmental Objective: Proactive renovations

PROJECT DESCRIPTION:

The Mansards for both the Library and Annex were identified as needing repair. Prior Capital Improvement Programs (CIP) contained this work as combined project. With repair of the Library Mansion Mansards, combined with rehabilitation of its third floor windows in FY12, work required to the Annex Mansards remains. Cost for this effort has been developed using the responses to an RFP issued in 2010 for the combined project with the portion related to the Annex Mansards estimated at \$219,000.

FINANCIAL PLAN & PROJECT SCHEDULE

	PRIOR	FY14	FY15	FY16	FY17	FY18	FY19	TOTAL
EXPENDITURES:								
pre design								\$0
design								0
construction				219,000				219,000
property acq								0
equipment acq								0
TOTAL	\$0	\$0	\$0	\$219,000	\$0	\$0	\$0	\$219,000

FUNDING:

current rev.								\$0
short term								0
long term				219,000				219,000
federal								0
state								0
other								0
TOTAL	\$0	\$0	\$0	\$219,000	\$0	\$0	\$0	\$219,000

OPERATING BUDGET IMPACT:

personnel								\$0
non-personnel								0
capital								0
debt service				3,833	29,182	28,415	27,649	89,079
TOTAL	\$0	\$0	\$0	\$3,833	\$29,182	\$28,415	\$27,649	\$89,079

Library Buildings and Grounds Committee

Agenda

Adoption of minutes from prior meeting

Master Plan

Large Project Review and Planning

 In process reports

 Planning

Budget Planning

Maintenance Issues

Parking

Landscaping

Old Business

New Business