

Capital Planning Committee Meeting Minutes
January 13, 2020

Attending:

Jim Henderson, Jaki Apsler, Mary Day, Audrey Kalmus, Jonathan Dwyer, Adam Hogue and Robyn Dunbar.

Also Attending: Jim Hutchinson, Fincom Liaison, Barbara Myles, Library Director, Peter Sugar, Library Trustee, Dennis Picker, Library Trustee and Michael Louis, Simpson Gumpertz & Heger.

Ms. Kalmus welcomed the members from the Library Trustees and invited Mr. Louis to review the facilities review that was conducted this year.

Library Facility Report

Mr. Louis stated that he had done the previous Facility Report which was prepared in 2004. At that time there was a long laundry list of repairs needed. He acknowledged that many repairs have taken place over the last 14 years, but that there are still some items outstanding from that list. Right now he feels that the parapets are the most important as they are a safety issue. He has a new report but there are no cost estimators, cost is figured from the RS Means data. He stated that his is not the best approach and you are better off bidding or get a cost estimate. RS Means data does not take into account the construction climate. Very busy construction climates can drive prices up significantly.

In the report he looks at three categories of time, noting the cost estimates are inaccurate:

0-18 Months	\$112,000
1 ½-7 Years	\$562,000
7-12 Years	\$57,000

0-18 Months includes the parapet repairs and \$22,000 in roof repairs.

1 ½ - 7 Years is largely \$300,000 of mechanical repairs which includes HVAC system and pumps. The foundation requires \$4,000 in repairs. The walls require \$2,500 in painting, wood trim and repointing. The roof requires another \$100,000 for the slate roof on the original building. He is carrying \$152,000 for updating the electrical panels but he doesn't recommend replacing unless they start failing. In the report they are going by "useful service life." Many things do not need to be replaced until they start to fail.

7-12 Years includes \$50,000 in mechanical repairs.

Library Building Maintenance

The Committee reviewed the maintenance request of \$55,000. Ms. Myles reviewed the request and provided averages and a detailed listing of FY18's actual costs. Mr. Hutchinson stated that he thought the maintenance should be more like a \$30,000 base plus an amount for "newer HVAC system" maintenance costs, since he feels that HVAC and painting costs in FY21 are higher than they should be in future years. The Library agreed to do an analysis to pull out one-time costs from the average maintenance budget for next year.

Library Memos

Ms. Kalmus stated that this is an opportunity to explore different issues and make Library maintenance more efficient in both cost and time spent.

Mr. Hutchinson stated that there were really four points to the memo:

1. Maintenance-This was talked up earlier. The Library has a higher level of maintenance than other buildings.
2. Emergency Fund Transfer-This has already been taken care of.
3. Not submitting to all three agencies (CPC, CapCom & FinCom)-CapCom didn't understand their own policy, submitting to CapCom and CPC is appropriate. Chairs of all three committees have increased their communication.
4. Improve management of approved projects, thoughts for improving process:
 - a. On larger projects get two estimators, what amount?
 - b. Don't have a general rule but rather look at the complexity and size of the project.
 - c. Do estimators know when there is a "hot trade?"
 - d. Have a Michael Haines type that has "a pulse?"
 - e. Contact Michael Haines to get his opinion?
 - f. Form a sub-committee with FinCom, CapCom, Library and Michael Haines.
 - g. Does Michael Haines have the Band width? We could tailor meetings to be efficient for him.
 - h. Could we get someone on CapCom with this type of background?
 - i. It would be nice to get someone on our side without going outside. Property Manager type of person.

12/9/19 Minutes review:

No changes.

Mr. Henderson made a motion to approve the minutes with no changes.

Mr. Hogue seconded the motion.

Minutes were unanimously approved.

Meeting adjourned at 9:17pm

Minutes submitted by: Mary Day

Approved: March 11, 2020

