

Building & Grounds Committee Meeting  
June 12, 2018  
1:00 PM

Present: Peter Sugar, Chair; Martin Dermady; Barbara Myles, Library Director

- 1) Minutes of March 16 Building & Grounds Committee meeting  
The minutes of the March 16 meeting were approved unanimously.
- 2) Develop RFP to advertise for an engineering firm to design air conditioning system that will replace AC1, AC2, and AC3
  - a) RFP  
Peter presented his draft for the RFP. It was written in such a way so that the type of air conditioning system would be determined during the design phase. The library is not dictating which technology the engineering firm must use for the replacement air conditioning system. It was agreed to add a section to the RFP so that the engineering firm must meet with the Building & Grounds Committee to discuss what technology they suggest be installed and why they made that decision. The Building & Grounds Committee is not required to accept their technology selection.
  - b) Schedule
    - i) June 12 – Barbara submits the advertisement for engineering design services to the Central Register
    - ii) June 19 – The advertisement is published in the Central Register. RFPs are emailed to interested engineering firms
    - iii) June 27- Walk through with engineering firms
    - iv) July 11 – Responses to RFP are due
    - v) July 23 – Interviews with engineering firms
    - vi) July 24 – Building & Grounds Committee reports their recommended engineering firm to the full board of Library Trustees
- 3) Status of project to repair water leaks in the ceiling of the Children’s Room near the parapets  
Last fall the Community Preservation Committee and the Finance Committee would not fund a project to repair the cracks and missing concrete then waterproof the north and south parapets because it was not known if the flashing needs repair. The way to determine if the flashing needs repair is to perform water tests on both parapets. Barbara obtained a cost proposal (\$8,800) from Boston Recon Services for the water tests. Peter asked Barbara to counter with \$7,500. It was agreed to request a reserve fund transfer from the Finance Committee to pay for the water tests.
- 4) Restore original library entrance  
Peter will arrange for the work to be done.
- 5) Status of Ramp and Stairs project  
The grass seed that US Pavement sowed on June 7 is not growing. The area does not

look finished and the dirt will wash away when it rains. It is the landscape architecture firm's (Crowley Cottrell) job to make US Pavement finish the work.

6) Discuss projects to submit for FY2020 funding

a) Facility review

Peter distributed an updated spreadsheet of building repairs listed in Simpson Gumpertz and Heger's January 2004 facility review that listed estimated repair costs and actual repair costs, with all costs shown in 2018 dollars. The updated spreadsheet shows that the library has been a good steward of the building. This in turn should help us obtain funding for another facility review.

b) Parking area along Trapelo Road

Peter reported that he, Martin, and Jacquelin met with the Traffic Committee about a parking area along Trapelo Road. The Traffic Committee was skeptical, however, because the parking area would be on a busy road and that two trees would be impacted perhaps severely. To install the parking area and a sidewalk the cut in from Trapelo Road into the lawn area would be 14 feet (9 feet for the width of the parking area and 5 feet for the sidewalk). The proposed parking area would accommodate 7 cars.

c) Security cameras

Lincoln's Police Department obtained a price quote from Hunt's Photo & Video (\$4,280) to install four security cameras and a monitoring station at the library. Martin will ask another company for a price quote.

d) Repair terrace that faces Trapelo Road

Peter reported that he met with the Lincoln Garden Club about the terrace. The Garden Club is concerned that the terrace has tripping hazards because its base has sunk. There are two ways to make the repair: use concrete as an underlayment or compacted granular fill. Lincoln resident, Jim Henderson and landscape contractor, advises that a downspout connector be installed from the downspout so that it allows water to travel diagonally under the terrace to a flower bed. The existing terrace has granular fill. Ken Bassett, a Lincoln resident and landscape architect, told Peter that it would be better to have concrete because it would be easier to maintain. If the terrace was concrete, then a downspout connector under the terrace would not be needed.

e) First Floor Redesign

It was agreed to include the following areas in a funding request to the Community Preservation Committee this fall:

i) ADA compliant circulation desk

ii) Move the reference desk to the opposite side of the Reference Room where patrons will see the Reference Librarian when they enter the library

iii) Lighting in the Reference Room

iv) ADA compliant first floor bathroom

v) Glass door for turret room

Meeting adjourned at 2:00 p.m.

Respectfully submitted,  
Barbara Myles  
Library Director