

Building & Grounds Committee Meeting  
September 22, 2020  
1:00 PM

Present: Peter Sugar, Chair; Dennis Picker; Barbara Myles, Library Director

1. Minutes of August 25 meeting

Dennis moved, and Peter seconded the motion to approve the minutes of the August 25 meeting.

**Vote:** Yes=2; No=0

2. Discuss FY2022 budget to submit to the Capital Planning Committee

Repairing the parapets on the 1989 addition is our capital project for FY2022. Peter Timothy (AM Fogarty Associates) is preparing a cost estimate. The cost estimate should include a 10% to 15% construction contingency. We also need engineering oversight by Simpson Gumpertz and Heger. Barbara will follow up with Greg Sassaman (Project Consultant with SGH). Greg's specifications state that a water test should be performed after the repairs are completed. We need to make sure his cost proposal includes this water test.

Capital projects for future years include repointing, repairing or replacing the bluestone terrace at Library Lane, replacing the electrical distribution panels, and interior construction on the first and second floors.

3. Discuss FY2022 budget to submit to the Community Preservation Committee

The parapet repair project will be submitted to the Community Preservation Committee as well as the Capital Planning Committee. After reviewing the list of recommended repairs contained in the 2019 building assessment report prepared by SGH, the committee agreed that no additional capital item requests beyond the parapet repair would be made for FY2022.

4. Discuss FY2022 maintenance budget to submit to the Capital Planning Committee

The FY2022 maintenance budget is based on the past four years' spending. On average the library spent approximately \$50,000. The Finance Committee asked the Trustees to include a contingency, so we do not need to request reserve fund transfers so often.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,  
Barbara Myles  
Library Director