

Building & Grounds Committee Meeting

November 30, 2020

3:00 PM on Zoom

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

1. Minutes of September 22 meeting.

Dennis moved, and Peter seconded the motion to approve the minutes of the September 22 meeting.

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

2. Minutes of September 29 meeting.

Dennis moved, and Peter seconded the motion to approve the minutes of the September 29 meeting.

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

3. Discuss FY2022 maintenance budget documents to submit to the Capital Planning Committee.

There was agreement that the maintenance budget has three categories: planned maintenance, break/fix repairs, and items identified in the facility review.

- a. Planned maintenance: A certain amount of the budget is for planned maintenance like testing the fire alarms and sprinklers, building alarm, elevator maintenance and yearly elevator test. For this planned maintenance category, we could take past years' averages and add an inflation escalator for next year's budget.
- b. Break/Fix (corrective maintenance): Using averages of past year's expenditures by categories will not be accurate for next year's expenditures. The problem is, we do not know now what will break next year.
- c. Items identified in the facility review: We chip away at repairing these items. Simpson Gumpertz and Heger's facility review includes budget cost estimates so the costs are semi predictable.

Some maintenance projects, like painting and pointing, are costly. Peter suggested a stabilization fund would allow funds to build up over time for these large expenditures. Dennis agreed that we should ask the Capital Planning Committee for a stabilization fund. We should complete the work identified in the facility review over ten years and we need to have funds for this work.

It was agreed that we should ask for the following amounts for the library's FY2022 maintenance budget: corrective maintenance = \$35,000, planned maintenance = \$8,000, stabilization = \$12,000. This is a new way to present the maintenance budget. We will ask the Capital Planning Committee for another meeting in three or four weeks.

4. Discuss broken dry valve for dry pipe sprinkler system and next steps.

Norel Service Company's price quote for replacing the broken FireLock NXT dry valve with a Tyco dry valve is \$7,000. It was agreed that Barbara should get a second price quote.

5. Discuss broken fire pump status and next steps

The electrician from Infra-Red Building and Power Service inspected the fire pump's electric connections on October 27. Barbara has not received the report from Norel and will continue to follow up with them.

Meeting adjourned at 4:10 p.m.

Respectfully submitted,  
Barbara Myles  
Library Director