

Building & Grounds Committee Meeting

March 16, 2021
3:00 PM on Zoom

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

1. Minutes of December 15 meeting.

Dennis moved, and Peter seconded the motion to approve the minutes of the December 15 meeting.

Roll Call Vote: Yes=2; No=0

2. Discuss five-year capital plan.

The due date for submitting five-year capital plans to the Capital Planning Committee was moved from late September to mid-May. It was agreed to update last year's five-year capital plan as follows:

- a. Add an engineering study of boiler replacement options to FY23 and move the boiler replacement to FY24. Dennis explained that in December 2020, the State published its decarbonization roadmap to achieve net-zero greenhouse gas emissions by 2050. Last year we planned on replacing the existing boiler, which was installed in 1989 and runs on natural gas, with a high efficiency boiler, which also runs on natural gas. If we replace the existing boiler in FY2024 with another natural gas boiler, it would possibly still be in service in 2050. An engineering study would describe alternatives to a natural gas boiler.

- b. Add an engineering study of air conditioner replacement options to FY25.

This draft five-year plan will be discussed at the March 23 Trustees meeting.

3. Lincoln Green Energy Choice program

Lincoln residents may sign up for the Town's new Green Energy Choice program that includes an option for 100% green electricity. Barbara was asked to find out if the library may participate in this program. Dennis moved, and Peter seconded the motion that if the Lincoln Green Energy Choice program is applicable to the library, the library will opt for the 100% green energy tier.

Roll Call Vote: Yes=2; No=0

4. Discuss memorial tree for Bob Lager

It was agreed at the February 23 Trustees meeting that an Amelanchier tree will be purchased and planted in memory of Bob Lager. Peter received two quotes from Jonathan Bransfield. The price for a purchasing and planting a tree with a 1.5" to 2" diameter trunk is \$450. The price for a purchasing and planting a tree with a 2.5" to 3" diameter trunk is \$600. It was agreed to plant the larger tree on the Bedford Road side of the library where there is more room to plant a new tree. We also need to add approximately \$250 to purchase a plaque to install near the tree and a second plaque to display inside the library. Gift fund money may be used to pay for this project.

5. Review and adoption of the recategorized maintenance spending data based on changes to the draft that Dennis made in late December

Dennis's new spreadsheet of library maintenance spending has four categories: (1) service contracts and periodic maintenance, (2) repairs, (3) long term and/or preventive maintenance, enhancements to services and, (4) engineering fees and cost estimates. It was agreed to present this version at the next Trustees meeting.

6. Discuss broken fire pump status and next steps

The Fire Pump Testing Company has begun the work to replace the broken fire pump, fire pump controller, MI electrical cables, and other related costs to meet code requirements. The old equipment was removed, and the new fire pump is expected to arrive at the library in early April. The work is scheduled to be completed by the end of April.

7. Building permits – when they are necessary

On March 8 Barbara attended Tim Higgins's meeting with department heads about building permits. Tim told us that building permit fees are waived for Town building projects. We should include this language in our bid documents so (1) the contractors do not include these fees in their bids and (2) Lincoln's Building Inspector does not collect building permit fees from the contractors. Tim asked all department managers to consult with the Building Inspector about permitting requirements before proceeding with work on town buildings. The requirement for building permits includes any work performed by Town staff, not just third parties. Barbara followed up with Mark after the meeting and told him when the library was obtaining building permits. He was satisfied that the library is obtaining building permits when they are necessary.

Meeting adjourned at 4:05 p.m.

Respectfully submitted,
Barbara Myles
Library Director