

Library Renovation Committee  
September 26, 2016  
Meeting Minutes

Attending: Bruce Anderson (chairman), Joseph Manley, Eric Schoenfeld  
Craig Nelson (ex-officio)

Meeting called to order 6pm

Minutes of August 30<sup>th</sup> meeting accepted as read. Follow-up: underground oil tanks referenced in the minutes do not pose environmental or safety issues. In addition, they were installed by and are the responsibility of the Region 6 school district. Also, Craig Nelson has located the water temperature control on the steam boiler and will turn down the temp as requested by Library staff.

Eric Schoenfeld nominated as committee secretary (Manley/Anderson). Approved.

Meeting discussion focused on Library's critical renovation needs. These fall into four general categories:

- 1) Making building ADA-compliant (including handicap-accessible entryways and bathrooms)
- 2) Safety issues (including repair or replacement of deteriorating rear exit deck, asbestos abatement, and emergency lighting and exit signs)
- 3) Making building "weather-tight" (including some siding repair, replacement of rotting sills, missing door panel, etc.)
- 4) Deteriorating systems (including ancient, inefficient oil-fired steam heating system)

Committee determined next step is to create an RFP (Request for Proposal) outlining these critical needs in detail. We will look at similar RFP that was issued for the Warren Community Center to see whether sections can be repurposed. We will also seek input from members of Library Board. Schoenfeld will create draft document; committee will review and amend, and send final version to Board of Selectmen for approval. Manley suggests separate RFP for asbestos abatement, because of special skills required. Once approved by Selectmen, RFPs will be issued to general contractors, who will work with an architect to draw up plans and specifications. Bid process will follow. Board of Selectmen will ultimately select General Contractor for the project. Funding for the project will go before a Town Meeting. Once funds have been allocated, Selectmen will seek state LOCIP funding reimbursement.

Once the Building Renovation Committee has finished its work, a separate Library committee with different skill-set will be empaneled to begin long-term planning and fund-raising for an entirely new Library.

Future meetings of the Building Renovation Committee will be held at 5pm on the second Monday of the month, beginning November 14<sup>th</sup>.

Meeting adjourned 7:10pm

-Submitted by Eric Schoenfeld