

Pillsbury Free Library Building and Grounds Meeting

May 7th, 2013 9:30 am

In attendance: Lynn Perkins, Nancy Ladd, Tina Schirmer, Richard Knapik, Belle Harvey

Meeting called to order by Lynn Perkins @ 9:35am

1. Approval of Minutes from April

Motion: Richard, Second: Tina. Minutes approved with no corrections.

2. Belle Harvey agreed to take Minutes

3. Status Reports

Masonry.

- Paperwork has been submitted to Better Business Bureau regarding previous contractor by Tom Baye

Dome Ceiling

- Tom Baye will bring in a new contractor to bid on job, will also ask previous 3 contractors if they would like to rebid the remaining work

Energy Audit

- Tina received a phone call on April 30th from PSNH that informed her that Light Tech is the contractor used to do an audit and they will be contacting her. No phone number was provided for contacting them. Belle called 2 lighting companies to see if they did any independent assessments but they both referenced PSNH's audit. Belle will follow up with them once audit is completed. The audit may allow for Grant resources to become available, Tina will be researching this.

Exit Signs

- Nancy will be calling and continuing to research options to replace, this also should be brought up to Light Tech to see if they have any ideas.

Depot Street drain.

- Henniker Septic came out and met with Lynn. It appears the pipe is not coming from property, it seems to be cut at an angle towards parking lot. If it is truly not from our property the question was brought up if the town would be willing to split the cost of scope. The job may require a larger scope than originally quoted which would bump the cost up \$50 to \$300 total. Tina will speak to Jim Bingham. Copies of the original plans will be provided to Tina, and Lynn will be showing these plans to Jim Hanna to see if he has any

memory of the work done. An interdepartmental request form was given to Tina should we want the town to consider taking this project over.

Drainage on NW side of Library,

- Nancy is still looking for Pellettieri Associates' proposal, and is wondering if it is in Bob DeAngelis' hands. She will also review previous meetings minutes for earlier committees' recommendations.

4. Other:

Downstairs door lock mechanism failed.

- It is not the whole system, just one piece. The rep was contacted and will provide the piece for free. Nancy expects she or Lynn will be able to install when it arrives, expected in approx. a week. The upstairs door is being used in the meantime, and in the event the alarm goes off the local police will respond. If the local authorities are not on duty state police will. The committee discussed if a second mechanism should be ordered so that in case of another failure a repair can be made in a timely manner. Because the 1st piece is being provided for free Nancy does not know the price, so the ordering of a second one will be at her discretion. Richard made a motion to allow and Tina seconded.

Counter top repair

- Completed by Lynn. The sink cutout piece was fashioned into a cutting board that Sue Matott is thrilled to have for craft preparation.

Lighting

- Nancy noted that when it comes time for the audit she wants to make sure the hockey puck lights are examined. They have built in ballast overheating protection mechanisms that are turning them on and off repeatedly, and some are no longer working at all. Relocation is not viable so the possibility of putting fans in to help keep them cool was discussed but we would like a lighting company's opinion. About replacement options.

Flooding & flooring

- Lynn asked whether we should file an insurance claim to replace tile. There is a bump in the downstairs that is a potential safety issue. Previous committees had discussed changing the floor aesthetics. If an insurance claim is approved the possibility of changing tile may become an option. There is a \$1000.00 deductible that was not used for the countertop repair because it would not have justified that repair alone but Nancy will pursue a claim that would include both the floor and countertop.

Oil Tanks

- Nancy brought up our 2 20 year old oil tanks and any proactive work rather than reactive in case of potential leak. There are plastic guards that could be purchased that include alarm systems in case of failure. Richard suggested that a brick dam could be built under the tanks as a cost effective option. This was decided to not be a high priority at this time in lieu of upcoming repair work and will be readdressed.

Safety Protocol

- The recent arrest of an unstable local resident led Nancy to discuss safety issues in regards to her staff. Panic buttons and protocol of communication were discussed. There is a new Town incident report form the library may want to adopt.

5. Landscape Spring cleanup

Mulching

- Lynn discussed the date and times for the removal of buildup and placing accordingly to build up burns. There was a removal of a dead bush last year that he would also like to replace at mulching time. The committee also decided to add a second evergreen bush near generator. The weather permitting, mulching was decided to be Friday May 10th at 9 am and a rain date of Monday 13th. Lynn will drop off mulch.

Tree Trimming

- To be completed by Belle and Lynn on Saturday May 11th at 3pm.

6. Other:

- Nancy noted that Nancy & Mary Cogswell's birthdays are upcoming May 19th. Nan had completed some planting on the property.

7. Adjournment:

- Tina moved to close meeting. Richard seconded it.

Respectfully submitted by Belle Harvey