

**Minutes Buildings and Grounds Committee**  
**Feb 28, 2025**

**Present:** Karen Tyler (Chair), Starr Latronica (Brooks Director), Ann Varilly (Pres, Brooks Bd of Trustees), Matthew Wojcik, Monroe Whittaker, Robin Sweetapple, Gavin Watson, Claudia Prat, Christine deVallet, Elizabeth Tannenbaum (Scribe),

- Call to Order: 9:05

At beginning of meeting: Conflict of Interest form: needs signatures for committee members—because of grant and new VT municipal code of ethics

- Agenda (Changes or Additions): none
- Minutes of Meeting 1.17.2025--approved
- Public Comment: Monroe and Robin will report later in the meeting
- Ongoing Business: ARPA Grant Status

One submission for management of grant: SPE—sent to state; no reason not to go forward; Starr will submit reimbursement for already spent expenses.

Bids for roof replacement; 2 bids; (one proposal arrived late and therefore can't be considered).

Not obligated to accept the lowest bid. \$154,510 was estimate in original grant Both bids were under that amount.

Matt: has original info and can share

Stephen Dotson, Sustainability Coordinator: Global Warming Solutions Fund (town funds); if we go over grant funds for other parts of grants, have money for solar array.

Steve Horton, has drafted RFPs for roof; paid about \$1500/month; from Building Project fund (he can't be paid under grant). Can pull money from Brooks Building Fund.

Starr will send in reimbursements (Claudia will help with organization)

Met with Sue Fillion; helped with RFQs, matrixes and will look over things before submitted. Will look for project manager; several folks in community are interested.

Robin: Security doors are in grant: will be put out to bid in a few weeks

Children's Room Doors: done! And paid for.

**Interior Space Project (Robin Sweetapple)**

Privacy and flexible area (with added walls and pocket door) in Children's Room; glass door so can see area; new wall—; purpose: to signal librarian is not available--

\*waiting for approval

Plan for staff lounge; perhaps separate spaces for storage and for lunch area—convenient to kitchen; some privacy. Move controls for blinds. \*waiting for approval

Utilizing tech space for Cody and Mary Beth; possible redesign to make more usable; storage space off lounge for children's room items; more space near door; remove wall (nb utilities in wall may need reorienting). Move recycling bin.

Starr: All Staff meeting on March 10 to discuss/approve—can go ahead with Children's Room plans and with security door (out of grant)

**Areas to be considered:**

Note-Ann: not much money is available right now.

Need to start paying Project Manager soon and hope money is available soon.

Next step: detailed plans

Monroe shared plans for exterior

Notes: --Railing on both sides required if 5% grade

- Covered terrace reduced in size to avoid propane tank

- Initial ramp: remove area between parking lot and area (?)

- Need as much space as possible for privacy/less sound travel

- Karen noted limited access to rear during construction

- Canopy (circles)-big design change

- Benches: some with and some without backs

- Overhang of roof: benches with backs

- Discussion of extending bench area; move guide wire?

- Maximize space= goal

NB: Robin and Monroe will discuss

Electrical outlets/lighting needs discussion

Drainage

Next Meeting Date: March 21, 2025

Adjourn: app. 10:15 AM