

Building and Grounds Meeting Minutes January 28, 2025, 4:45 pm

Present: Nikki Berenguel (Chair) Ann Varilly (President, Trustees), Starr Latronica (Library Director), Karen Tyler, Lindsay Bellville, Robin Sweetapple, Scott McKusick (Project Manager)

- **Call to Order 4:50**
- **Approval of [previous meeting minutes](#)--approved**
- **Agenda (Changes or Additions) – Addition: Transfer of grant reporting responsibility**
- **Public comment-none**
- **Continuing business**
 - **Interior Projects**
 - **Dinosaur footprints** – Starr is working with several people and these will be on display to the public before the end of April, hopefully.
 - **Lindsay’s office** – Completed.
 - **Swinging doors at the circ desks upstairs and down** – Starr has someone working on a downstairs resolution. She will email prior contractor to fix upstairs as they should be covered by warranty of work.
 - **Exterior Projects**
 - **Budget/Timeline and Other for Grant Project** - Monthly progress report from Scott McKusick, project manager - Scott provided a detailed timeline of the two phases plus miscellaneous items (i.e. solar, asbestos removal) and reviewed it with the committee. Projected end of work date is October 15th. Phase 2 (the back) will start around April 15th as soon as weather permits. Phase 1 (the front) will start around the third week of June. Starr presented current budget status. Missing from the budget is the generator. Scott will be researching and submitting bid request once he has requirements from Starr. Starr will reach out to the state on any generator requirements, if any. Canopy will also be put out to bid in next two weeks. There was discussion on how to attached the canopy to the building and related logistics. The hand railing for the project off the back entrance (phase 2) has been changed to an off-the-shelf product to save money. Pocket park still in scope. Regarding both windows and asbestos, Robin is continuing to work gathering information.
 - **Transfer of Grant Reporting Responsibility** – The state has said that there can be two people who have access to the state portal to submit the monthly/quarterly grant reports and requests for reimbursements. The Board of Trustees will need to discuss. Scott has been shown the process by Starr.
 - **Signage** – There have been email exchanges but not progress.
 - **Arts** - Continue to work with Town Arts Committee.
 - **Stone Trust** – No update.
 - **Proposed Next Meeting Date:** Wednesday, February 25, 2026
 - **Adjourn:** 5:52 pm