

Brooks Memorial Library Building and Grounds Committee Minutes

Wednesday, May 6, 2026, 4:45 PM

Meeting Room A or via Zoom:

<https://us02web.zoom.us/j/84163672512?pwd=eU10dTNjMTVPNE9DRTINMFJvSTZpdz09>

Meeting ID: 841 6367 2512 Passcode: 074393

- **Call to Order**
- **Approval of previous meeting minutes (4.22 / 4.29 / 5.6)**
- **Agenda (Changes or Additions)**
- **Public comment**
- **Continuing business**
 - Update on bids / contract awarded
 - Bid from MCBC & GPI - going with GPI
 - Metal rather than ballistic glass door would save 3693. But there are reasons we'd like to keep it.
 - On consent agenda for the May 19 selectboard to select bid and award contract (Ann will attend by Zoom)
 - Update on work in progress
 - A little behind but still thinking they're on target to finish by early July
 - 5.5 & 6 were going to be closed upstairs to demolish the concrete stoop; changed plan to pour concrete for the rest of the wall Friday
 - Next week they could do the break test; Backfill around new concrete wall; THEN break up the stoop
 - New plan: Potentially closing second floor 18th and 19th (Mon 18th, demolishing stoop; Tues 19th creating platform for emergency exit)
 - Concrete bases for lamp posts was going to be precast offsite, but they're 2-3 weeks out; general concrete workers may do it instead. TBD
 - Next: Putting in piers for the canopy; Then, the big concrete slab.
 - The piers for the canopy may result in closure; the big slab will necessitate closure
 - Along the street, a picket fence is in the plans. Monroe chose an off-the-shelf option. Picket fence could be manufactured by the subcontractors doing the other metal work, which would help it blend with the rest of the

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metal work. Also, the metal is a much heavier gauge. Also, it's local - a benefit - will be built custom, in the field. There are a few outstanding questions about the weld and the warranty. The group is leaning towards going with the subcontractor. John (SVE) will make the decision once seeing the mockup.

- Conduit being moved to place an electrical outlet at the end of the wall.
- Document organization
 - Matt provided an overview of the updated shared Google Drive folder
- Update on finances, expenditures
 - Doing well - GPI came in under in their bid
 - SVE has proposed to have another contract for another \$20,000. Original proposal had \$80K for design and engineering; Our current contract is up to \$74K; Robin in estimating about \$6K for her work so far; So, we've maxed our \$80K
 - \$20k would come out of the contingency (we'd apply for it)
 - The committee thinks it makes sense to have Scott decide when to call in SVE
 - The total potential contingency is 177K.
 - For now, the conduit communicating financial updates to the committee is Ann, communicating with Anna.
- Next meeting: 4:45 PM Tuesday, May 19th (Meeting Room A)

- **Adjourn**

Zoom's AI notes, summarized by ChatGPT:

- Committee reviewed open meeting law requirements:
 - Committee meetings must be posted/warned 48 hours in advance.
 - Minutes must be posted within 5 calendar days.
 - This meeting was informational only because it was not warned in time.
- Future agenda/process items:
 - Committee members will complete conflict of interest forms.
 - Future agendas will include links to prior meeting minutes.
 - Committee discussed improving scheduling consistency for meetings.
- Construction bid update:
 - Two bids were received for remaining exterior work:

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- MCBC: about \$428,000
 - GPI: about \$283,000
 - GPI was recommended due to significantly lower cost with comparable scope.
 - Bid includes asbestos work, windows, canopy, pavilion roof, and security door.
- Security door discussion:
 - Committee discussed replacing the planned ballistic glass door with a solid metal door to save about \$3,700.
 - Concerns raised:
 - Metal door would block staff visibility from the children's room.
 - Aesthetics and usability concerns.
 - Consensus favored keeping the ballistic glass door.
- Project/construction updates:
 - Exterior wall and back entrance work slightly behind schedule but overall timeline still targeting early July completion.
 - Weather may affect upcoming concrete pours.
 - Planned temporary closure of second floor around May 18–19 for back entrance work.
 - Additional short closures may occur later for concrete slab and canopy support work.
- Design and materials updates:
 - Discussion of custom locally fabricated metal fencing instead of off-the-shelf fencing.
 - Custom fencing may better match existing railings and overall aesthetics.
 - Engineers will review a mock-up before final approval.
 - Outdoor conduit/electrical access will remain in plans but relocated for easier future use.
- Project documentation:
 - Shared Google Drive folder created for project plans, contracts, schedules, grant documents, and updates.
 - Committee appreciated improved organization and transparency.
- Financial updates:
 - Current estimates suggest project remains under the base grant amount before contingency funds are needed.
 - State contingency fund available: about \$177,000 if justified later.
 - SVE Engineering proposed an additional approximately \$20,000 contract for ongoing construction oversight and engineering review.
 - Committee discussed possibly scaling SVE involvement depending on need.
 - Upcoming invoices expected from project consultant Robin.
- Next meeting:
 - Tentatively scheduled for May 19 at 4:45 PM.