

# Brooks Memorial Library Building and Grounds Committee Minutes

Tuesday, May 19, 2026, 4:45 PM

Meeting Room A or via Zoom:

Meeting ID: 841 6367 2512 Passcode: 074393

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## Attendance / Opening

- Meeting called to order at 4:46 PM.
- Committee agreed to postpone approval of the April 27 minutes until corrected versions are reposted and reviewed.

## Continuing Business

### Stoop / Emergency Exit

- The stoop is currently considered safe for adults but not yet safe for children in an emergency evacuation.
- Additional safety measures still needed:
  - Installation of another railing
  - Snow fencing around the excavation pit
- Because of safety concerns, the Children's Room and Teen Floor remained closed for the evening.
- Contractors were expected back the following morning to complete the work so the second floor could reopen.

### Concrete Break Test / Wall Backfilling

- Concrete break test was completed successfully.
- Results were sufficient for approval to begin backfilling the wall.
- Formal documentation/details were still pending from GPI.

### Pavilion / Utility Pole Issue

- A utility pole guy wire near the pavilion conflicts with the planned pavilion overhang and pier placement.
- Green Mountain Power advised against moving the guy wire.
- Proposed solution:
  - Shorten pavilion dimension by 2 feet
  - Middle section reduced from 10 feet to 8 feet
  - Bench reduced from 8 feet to 6 feet

### ADA Accessibility Concerns

- Committee discussed whether reducing pavilion space could create ADA compliance issues.
- Questions centered on:
  - Required circulation space between tables
  - Wheelchair maneuvering clearances
  - Whether all seating areas must remain fully ADA accessible
- No definitive answer was reached.
- Action items:
  - Julie will contact the Vermont State Library and/or ADA compliance resources.
  - SVE/GPI should confirm compliance quickly because furniture ordering decisions are pending.

### Schedule / Timeline Updates

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- Project now estimated to be approximately 2–4 weeks behind schedule.
- Entrance switchover timing is now estimated around July 10.

### **Children’s Windows**

- Status of payment/order for children’s room windows remains uncertain.
- Delays could push installation into the fall, which raised concerns about cold-weather impacts.

### **Construction Shutdowns**

- Additional closures of the second floor may be needed:
  - During pier installation
  - During large concrete slab pours
- GPI committed to providing at least one week’s notice whenever possible.

### **Leadership Transition**

- Anthony is leaving GPI to start his own owner’s project management business.
- Peter Lawrence and Mike Becker will take over project management responsibilities.

### **Additional Construction Details**

- Light pole bases will now be precast offsite rather than poured onsite.
- Pavilion and canopy piers will also be precast.
- Existing propane line conflicts with pavilion work.
- Options under review:
  - Reroute around pavilion
  - Adjust routing beneath slab
- Cost estimates being gathered.
- Newly exposed retaining wall could become a graffiti target.
- Committee discussed applying a protective anti-graffiti coating.
- GPI planned to consult DPW about coating options.
- Brief discussion about potentially adding “Brooks Memorial Library” signage to the retaining wall.

### **Fence Sample Review**

- Committee reviewed a locally fabricated fence sample for the front sidewalk area.
- Positive feedback included more durable than pre-manufactured option, easier maintenance, supports local business
- DPW review/approval still pending.

### **Overall Project Status**

- Committee acknowledged that visible progress is beginning to happen on site.
- Delays appear to be tied primarily to:
  - Late contract awards
  - Long lead times for ordered materials and components
- Construction crews have generally stayed on pace with excavation/site work

### **Outdoor Furniture**

- Outdoor tables and furniture had not yet been ordered
- Committee had already selected colors the previous week.
- Pavilion redesign (due to the utility guy wire issue) requires changing one bench from 8 feet to 6 feet.

### **Canopies / Pavilion Funding Concerns**

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- Canopy contract was going before the Select Board that evening for approval.
- Concern raised that if project costs exceed budget, canopies might ultimately need to be reduced or removed.
- Committee noted that shortening the pavilion slightly could result in:
  - Reduced costs
  - Small savings on wall surface area and furnishings

### Discussion About Meeting Structure and Communication

- Significant discussion focused on whether the committee should continue:
  - Separate Tuesday morning construction meetings
  - Separate committee update meetings afterward
- Several members expressed concern about:
  - Staff time burden
  - Repetition of information
  - Potential for information loss or misunderstanding between meetings

### Staff Participation

- Strong support remained for continued participation of library staff (especially Matt and Lindsey) in construction meetings

### Potential New Structure

- Returning to monthly committee meetings instead of biweekly
- Having one or two committee representatives attend Tuesday construction meetings
- Sharing official GPI meeting notes and representative notes before committee meetings
- Using committee meetings primarily for decisions, questions, financial review (rather than repeating construction updates)

### Financial Discussion

- Solar project invoice (~\$88,000) was submitted.
- Solar funding comes from a separate fund, not the construction project budget.
- SVE reportedly requested approximately \$20,000 in additional compensation for construction-phase services.
- Discussion clarified:
  - Original SVE contract covered design services
  - Construction administration/certification work may not have been fully included
- Questions raised:
  - Whether Select Board approval is required
  - Whether the work would require rebidding
  - Whether some duties could instead be handled by project manager
- Context
  - Original project assumptions were based on roughly a \$1 million project.
  - Actual project size is now closer to \$1.3–1.4 million.
  - Committee acknowledged that construction-phase engineering costs may naturally increase with project scale.

### Budget / Financial Tracking

- Ann circulated a consolidated project budget spreadsheet intended to track total funds and actual expenditures

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- Current estimates suggest the project remains approximately \$220,000 under total budget.
- Members cautioned future change orders are expected; contingency should not be viewed as “extra” available money

### Asbestos Savings

- Asbestos mitigation came in under budget because encapsulation was used instead of full removal.
- Committee discussed whether remaining asbestos funds could potentially be redirected toward window costs.
- No decision made yet.

### Committee still needs clarification on:

- Consultant fees (including Robin’s work)
- Actual project manager expenditures
- Remaining unpaid invoices

### Adjournment

- Meeting adjourned at approximately 6:08 PM.
- Next meeting scheduled for June 23, 2026.