Brooks Memorial Library
Building and Grounds Committee Minutes

Tuesday, October 20, 2026, 4:45 PM

Present: Ann Varilly, Sirkka Kauffman, Gavin Watson, Robin Sweetapple, Lindsay Bellville, Monroe Whitaker, Karen Tyler, Matthew Wojcik

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- **Call to Order** 4:47 pm
- **Agenda and Minutes:** Add "Record Retention" to Agenda; Changes to minutes of 9/22 – Add Gavin Watson to "Present" and approved with this change
- **Public Comments:** None
- **Continuing business**
  - Stone Trust – Monroe provided update. He noted that Stone Trust is a national organization now with board members all over the country. It may be difficult contracting them for this project. There was a lengthy discussion, including a review of the work by a display of on-line photos that Jared from the Stone Trust has constructed. Fundraising would need to be involved to cover costs. Any structure would need to be safe for children who may climb or explore it. Monroe will contact Jared to see if he could attend the February Buildings and Grounds meeting.
  - Update on work (progress and timeline)
    - Work is proceeding.
      - Work on the back entrance (phase B) is progressing. The canopy and pavilion roofs have been installed and the "trim" is being constructed on both. There was an inspection of the solar array with the state and fencing adjustments needed. It is minor but a change order with additional costs will be coming. Furniture has yet to be installed.
      - The front entrance (phase A) remains closed. It is projected that access to this entrance will be completed enough so that the door can open to the public in the last half of November, pending installation of railings. There may be earlier access from the south side around mid-November. There was discussion by Matt about the changes of the design from the initial plans and more "plaza" space in front of the library, but we lost a parking space. This is offset by having doubled the amount of parking in the upper parking lot next to the municipal center. Completion of concrete work is projected by 10/31.
      - All invoices need to be submitted to the State by 12/15 so approval process of invoices will need to be expedited closer to this date.
  - Update on finances, expenditures
    - Change orders approved thus far total $57,284. There are still 4 to 5 change orders, some which will have offsetting credits. A print-out of the current budget was available for review.
  - Signage – Designs were provided and a lengthy discussion occurred with many suggestions. Robin will review them with the vendor. Signage has not been approved as within the scope of the grant by the State. We are still waiting for guidance from the State.

- Record Retention – The State sent an email regarding 5-year record retention requirements. Who in the town should receive and maintain these records? As part of the closure of this project, we will ask Scott to provide the documentation he has. Due to the turnover of directors and facility staff during this project, it is important that we confirm a central depositary.

- **Adjourn** 6:24 pm