

PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
August 23, 2017

The Plaistow Library Board of Trustees held a special session at the Plaistow Public Library on August 23, 2017.

Present: Catherine Willis, Chair
Jane Query, Treasurer
James Peck, Vice Chair
Jennifer Kiarsis, Secretary

Not Present: Rosemarie Bayek
Michelle Sykes, Alternate

Others Present: Cab Vinton, Library Director
Geoff Adams, Energy Committee
Julian Kiszka, Selectman – Energy Committee
Tim Moore, Energy Committee – CIP
Dee Voss, Interim Planning Coordinator
Francine Hart, Budget Committee – Energy Committee
Peter Bracci, Selectman

This special meeting was called to discuss the two proposals regarding the lighting project and come to a consensus between the Energy Committee and the Library regarding the selection of the two Sylvania plans (Plan B in the amount of \$41,262.93 and Plan C in the amount of \$18,672.25), including the cost split from respective Capital Reserve Funds.

It was agreed that Plan B was the choice of those present, although a few still had questions about the technical advantages of the proposal over Plan C. Discussion regarding payback of plans was initiated, and although Plan C is better in that respect, Plan B would provide new technology and a better long term solution. The advantages of Plan B could not be quantified according to discussion with Sylvania. There might be hot/cold spots with a re-lamp/ re-ballast solution (Plan C); no issues with new fixtures (Plan B). It was also suggested that the Library could do a room by room replacement. This was not recommended because of the possible increase in labor costs and also because incentive funds from Unitil might not be available.

It was suggested that before selecting between the Plans, a test case be made in the library meeting room with one half being retrofitted, the other half new fixtures. It was agreed that this delay in the plan might forfeit the discount being given by Unitil, and it was suggested that the Energy Committee should investigate getting into the Unitil queue early. The process for this rebate is the Library will give Sylvania a deposit on the project; Unitil will provide Sylvania with the rebate (capped at \$23,650); the balance to be paid to Sylvania with the Library and Energy Committee Capital Reserve funds.

Discussion followed regarding other projects in the pipelines of both the Energy Committee and the Library relative to respective Capital Reserves. Energy Committee is planning an energy audit for the town and would prefer to keep a buffer in its Capital Reserve for that purpose. Library projects include current sprinkler system (cost of which is estimated) and roof. The Energy Committee asked about the proposed generator for the library. The response was that it could certainly be put farther down the list, and that it could be a part of the Emergency Plan for the town, which was its original intent. Solar applications for the Library could also be included in the overall energy plan for the Town.

Motion was made by James Peck to accept the Sylvania Plan B proposal, towards which the Library will contribute \$23,260 from its Capital Reserve funds. Motion was seconded by Jane Query. Motion carried: Ayes 4; Opposed 0; Abstentions 0.

The Energy Committee agreed that it would contribute \$18,000 to the Library project out of its Capital Reserve funds.

Next step for the project is to present a Letter of Recommendation, written by Dee Voss, Interim Planning Coordinator, to the Board of Selectmen on Monday, August 28, 2017. After the BOS approval, Cab Vinton will contact Sylvania for a start date. He is hopeful that the project will be completed by the end of November.

Motion to adjourn at 10:50 am.

Respectfully submitted,

Jennifer Kiarsis

DRAFT