

PLAISTOW PUBLIC LIBRARY
Board of Trustees Special Meeting
Building Assessment Review
April 14, 2015

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Tuesday, April 14, 2015 to review the Building Assessment Report.

Present: Catherine Willis, Chair
 James Peck, Treasurer
 Jennifer Kiarsis, Secretary
 Jane Query
 Luann Blair
 Michelle Sykes, Alternate, President, Friends of the Library

Others Present: Cab Vinton, Library Director
 Michael Castagna, Castagna Consulting Group
 Melissa Theberge, Minute Taker

Call to Order

Catherine Willis called the meeting of the Board of Trustees to order at 10:35 am.

Michael Castagna was introduced for discussion of the Infrastructure Evaluation Study he completed for the library.

INFRASTRUCTURE EVALUATION STUDY

Cab has received a complete copy of the document of the study, including additional detail, images, forms, and more. A summary narrative and spreadsheet of planned expenses was distributed for the purpose of the meeting discussion. (Copies of the summary documents are attached)

Mike began by explaining that one of the extra documents in the full study report is about electrical system improvements that result in energy savings. These are not always economical for one small building but a town-wide plan would result in savings overall. Cab has given a copy of this report to Selectman John Sherman and there is talk of an energy commission being started in the town. Mike included this one document for reference if the town teamed with the library at some point on this for collective cost-savings.

Summary Overview of the Library:

It is in pretty good shape with structure, majority of building and most of exterior, and aside from mechanical systems, many items require ongoing maintenance. The mechanical systems are not being used effectively at this time for how complex and advanced they are. Wear and tear on building is

generally within range for a typical 15 year old building. No extreme deterioration beyond age. Roof has typical wear and this may be biggest expense in coming few years.

Attached spreadsheet offers color highlights of red and orange items (items in fair or poor condition). Mike cautioned that marginal items will only get worse and result in higher costs as more time passes.

Parking Lot

(Spreadsheet Line B) Mike said conditions will get worse and become a larger area that needs repair as wear continues. He does recommend sealing it but also some patches are required and some curb repair is necessary. The asphalt should be sealed every 2-3 years. Cab asked if spreadsheet plan should include sealcoating work every 3 years. Mike said yes, that Column 3 (6-10 years) should maybe be increased to about \$15,000 to account for this.

Mike explained that the parking lot will continue to deteriorate and it will cost less to make repairs sooner than later. Looking at the year 1 & 2 numbers: The \$3000 would be to make asphalt repairs this year. \$30,000 is an overlay if needed and some of that is seal-coating.

Solar Upgrade

Jim asked about Solar Upgrade (Line Q), which is classified as a “New” item on spreadsheet but not a lot of info on this in the document. Mike explained that details are still brand new but now has a basic estimate and visual of library with panels. Granite State Solar out of Bow, NH is reputable and has visited the library. Cab explained that tying in on a project with other town buildings would reduce costs substantially. Mike said there are credits that do apply to the Library, even though it’s a municipal building. Utilities also offer credits for solar on electrical usage. Solar may pay for itself in about 5 years.

Granite State Solar found an anomaly with the library’s Unitil bill where the multiplier may be wrong and library may have been overcharged for months or even years. It is being researched further. Regarding Line Q, the cost for solar, based on Library usage, after rebates may be \$27,000-\$44,000 depending on outcome of Unitil anomaly. These are initial costs. Ongoing maintenance is minimal and the project itself should last 20 years. Other options are to place a modulating type of panel on the ground for improved efficiency. Solar company is working up a formal proposal and Cab will have that when available.

Roofing

(Line N) Mike explained the “valleys” in the roof are aged significantly and this is where most damage lies. Mike suggested having someone come in to survey the roof, look at the valleys, patch and repair as needed, and look at eaves for repairs. Cab explained that water came into the Craft Room and into the book drop area as well as massive ice dams that lined several areas of the library this past winter. He added that ceiling tiles are stained and water definitely came in. On Line N, Column 1, these would be the areas to spend the \$5000 on initially.

Regarding ice dams, snow jacks are recommended for prevention, as well as heat tape on the eaves, which can be switched on/off as storms are coming. (indicated in Line N) These are electric but cost would be mitigated if solar is installed. Roof repairs should be done before solar installation.

Insulation

Repairing from the inside is very challenging. It is better and less expensive to fix insulation from the outside. Insulation estimate is not on spreadsheet because it has not been properly inspected and assessed. May or may not be necessary and will be easier to diagnose once HVAC problems are solved and heat situation is worked out. In addition it will be easier and better evaluated when the roof work is done.

Cathy asked about mold growth in insulation areas and Mike reported that there was no mold he could see in areas he could access. He saw no staining. The only mold issue is in the area already known.

Cathy asked about contacting the original design engineer and Mike reported that he has tried but has not heard back yet. Reason for contact would be to pursue a resolution on their original design that is allowing for water to get in through air intake in the roof.

Water Softener & Dry Well

Mike explains that water softeners ruin leach fields over time and recommends a dry well in a different area from the leach field to mitigate the invisible deterioration that will eventually cause a leach field failure.

Public Area Accessibility

(Line CC) This line item refers to the large meeting room (Nelson Room) door concern. Both door frames and doors have rotted, allowing water in. A solution would be to replace both with aluminum doors and frames and also divert water with gutters. Mike suggested that this could be completed locally, perhaps with maintenance staff or local roofer.

Public Area Finishes

(Line W) This includes countertops, trim, ceiling trim, repair floor drain, etc. Cab explained how the floor drain would be about \$700. Regarding mold repair, Mile explained that it is inside the drywall and would require a specialist contractor to remove wall area, kill and clean mold, and make repairs. It is not enough to wipe it down. Mike suggested that the wall board most likely has absorbed the moisture that caused the mold, and the wall board should be removed and reinstalled. He did report that he saw no mold on the electrical wiring, which sometimes can happen. Mike recommends this be taken care of soon.

Landscaping

(Line F) Cab added an amount per year that Jim and others believe could be removed from this plan and put in regular budget. Cathy references the landscaping design that the library already has on hand. Cab will look for this.

HVAC, Maintenance, & Controls

(Line P) Cab has maintenance agreement from Granite State which is less expensive than Pro Controls. Cathy questioned re-hiring people whose systems have not been effective? Mike explained that it's more of a software system, not a hardware system that Granite State installed so they are not the problem. Training was probably not thorough when the system was installed. As small repairs have been made they have been more like bandaids than true repairs or an understanding of how to resolve larger issues. Infrastructure itself is well done and professional and using someone who knows the system will be the best economic choice.

Mike explained that the recommended CO2 sensors will help the building run more efficiently so that the system only works when it is necessary to do so which improves the efficiency overall. Cab is working with Howse to fine-tune a potential contract for the control system and Mike estimates that work would be completed within about 30 days from the contract.

Windows

(Line L) Mike said about 80% of windows have failed insulation, providing close to zero insulating ability. To change all of the glass would cost \$400-\$500 per window. Mike spoke with Glass Guru window company about a new technology that uses compressed air to repair windows without replacing glass, guaranteed for 10 years, with 90% efficiency. Costs about \$120 per window. Mike is pursuing references on Glass Guru. In contrast, new windows have a warranty of at least 15 years. In Line L on spreadsheet, the quote represents a variety of window sizes that created the estimate in Column 2. Mike was unsure how the chemical process repair lasts. Discussed rolling out chemical repair over a few years with an estimate that some replacements need to be budgeted for about 10 years from now.

Security

(Line V) Mike had a company come in to look at library system and propose new technology. Updated system would allow for features like cameras, automatic call to the fire department, text/email to Director in emergency, after hours usage with one-time-use passcodes to enter/exit the building, and online accessibility to make changes. It would also allow segregation of the building into zones. Installation is about \$7900 and monthly maintenance. This price includes equipment replacement and removes Pulsar company. Full proposal is in the document and can be looked at further.

Lighting

(Line Z) Mike reported that the library currently has a range of lighting colors, none are LED. Unutil offers a program that offers discounts for LED upgrades. "Smart" lights would be a good option because they dim according to daylight. Many current lights can be retrofit without complete replacement of fixtures. Lights with sensors that will provide significant cost savings over time. Spreadsheet numbers are before Unutil discounts.

General Topics and Questions

Regarding Mike's ongoing involvement, for an additional fee he can oversee projects, orchestrate contracts, and be a project manager. He can help with the roof by putting a package together to put out to bid, analyze bids, and make recommendations. When asked about experience he indicated experience with project management, knowledge of local contractors in both commercial and industrial work and experience as an expert witness.

Jim asked the library's compliance with ADAAG (related to Americans with Disabilities Act) and Mike reported that the library seems okay. Bathrooms and doorways are good. Luann pointed out that there is no ramp access at bookdrop and Cab suggested cutting curb to create access from the semi-circular driveway.

Cab and Mike will update spreadsheet to reflect discussion and changes that have come about recently, including edits to solar pricing, removing landscaping, add leach field at Column 3 (6-10 years).

Cab asked about the recommendation to get a new septic system filter still and Mike indicated that it is necessary because the library currently has residential filters.

Prioritizing the projects:

1. HVAC
2. Septic & Water Softener/Drywell
3. Roof (snow jacks & heat tape first)
4. Mold
5. Two doors in large meeting room
6. Parking lot and sidewalks

Group discussed how some items will "pay for themselves" over time, especially energy-related items and are well worth the up-front cost. In addition, the new Unitil agreement will provide immediate cost savings. After final building evaluation report comes in, funding solutions can be discussed. Year 1 expenses would be \$120-\$140,000 after adjusting solar upgrade. (Refer to spreadsheet)

Cab believes he can recommend an HVAC plan by the May 12 meeting.

Motion to adjourn made by Jim Peck. Meeting adjourned at 12:45.

Respectfully submitted,

Melissa Theberge