

**PLAISTOW PUBLIC LIBRARY**  
**Board of Trustees Special Meeting**  
**Building Assessment Review, Continued**  
**May 26, 2015**

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Tuesday, May 26, 2015.

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

Others Present: Cab Vinton, Library Director  
Melissa Theberge, Minute Taker

**Call to Order**

Catherine Willis called the meeting of the Board of Trustees to order at 10:34 am. This is a continuation of the last special meeting on April 14, and is designated as a work session to discuss the building assessment report further and to set priorities.

As a point of interest, Jane mentioned that Home Depot offers a discount to places like the library, which she found when out when purchasing Christmas items for a library event and they offered a discount.

**Building Assessment Work Session**

**Discussion about the Process**

Cathy reported receiving an email from Selectman John Sherman regarding the Capital Improvement Plan (CIP) dates and information. The letter states several steps the library should take and many have been completed at this point. An additional email states that everything has to be in by June 19. In July the CIP Committee will review and hopefully approve the request. In September the Board of Selectmen needs to receive the approved CIP and then they consider submitting a warrant article in support of the library. In November, the warrant article would be presented to the Budget Committee by the Board of Selectmen.

Cab recommended the library come up with its own plan based on the building evaluation and submit what they feel is best for the library. The town CIP is only for 5 years so the library will have to have a plan that extends beyond that time frame. Jim Peck explained that the town has three criteria to be on the CIP: 1) meet the threshold of \$10,000, 2) have a useful life of at least 3 years, and 3) not be an

annual operating expense. He also explained that there are three types of projects--one year, multi-year, and ongoing. Jim explained how you build up the money so you have it when you need it and that the library should do this too. It has to be for a specific ongoing item, like the roof for example. Some of the lower cost items on the spreadsheet would fall well below the threshold and may need to be covered separately from the CIP.

Looking at the library capital costs spreadsheet, more costly items on the building assessment spreadsheet can be put into operating expenses. Jim said that we have been talking about using our own encumbered funds to do HVAC but perhaps getting a warrant article is better. One possible tactic would be to delay the project and put a warrant article on next year. Cab said we can wait another year and though it's not ideal, and then just re-encumber the \$42K. The town hasn't had a library related warrant article in several years. Cathy said warrant articles can only be a certain percentage of the total budget so if there are too many requests, even an article that does pass may not get funded. Placement of warrant articles can be critical to being funded.

Cab said there are two things to decide today: how much the board wants to do with this year's budget, including encumbered funds, and what should go on the town CIP? Cathy expressed concern about putting these items into the town CIP and having the library amount throw off the town's planning amounts. Jim wondered if there are library items that can wait, like HVAC.

## **Review of Priority Projects from April 12 Meeting**

### 1. HVAC

Cathy asked about the current HVAC status. Cab has been researching HVAC through online forums. He has learned that the system that Howse and Castagna recommend is not really right for the library. There are also conflicting reviews of the Johnson software and that there are limited numbers of people who can service certain projects. Other open source software is more serviceable and perhaps more preferable.

Cab said he is trying to find out who does installation and service of software. Cathy asked if Howse can be asked to use a different product that is more open? Cab thinks so...there are software products that are more open and less expensive, and that would also meet standards and criteria the library wants. It seems Howse should be able to provide a quote for this. His references are mixed and when asked about these Howse explains that there is more to the story. If the current reference calls regarding Howse also come back negative then Cab thinks he would not select Howse.

If this were put on a warrant article for March, work could potentially start right away if everything was prepared and ready to go.

Jim reported that the encumbered money available is \$42,309.50. In terms of other sources of income the library does have funds that are designated for special projects and others that could be used if need be. It's possible to use encumbered funds and then cover the balance owed by one of these project

accounts. Some accounts have guidelines to be followed but many have some degree of flexibility if used for improvements. Roughly \$144,000 exists in these accounts. This can't be spent down entirely but it may provide some available funds.

Cab was hesitant to get a building system installed and then discover that to really save the most amount of money it requires a different type of thermostat, for example. Energy savings is not often the forte of contractors and Cab has done much energy research. He suggested that it might be good to have someone else come in and help make energy efficient choices. Jim felt more expertise is needed regarding the energy piece and suggested the town's new energy committee could look at this too. The town is hiring someone with more expertise that perhaps the library could tap into. Cab is not convinced we have looked at all possible solutions yet and is interested in outside expertise. With a building that is 15,000 sq ft with 20-25 zones, it seems there must be other control systems available for less money.

Jim mentioned that the town safety complex may be a good comparison and they must have similar factors to consider. Cab said that Reid Mechanical is their HVAC company. Cathy suggested that perhaps Reid could become a third opinion. Cab will continue to look at whether Howes is a good partner or not and who are the other options within a reasonable radius. If the town seems happy with Reid maybe they are worth considering. Jim and Cab mentioned the library may have leverage with Reid, being part of the town. Cab said he is leaning toward Reid based on the system they propose.

Control Technologies installed the current software but that has been problematic. Cab explained that they are still on his list because they are big, and because sometimes a company gets poor reviews but the technicians doing the job are really the key players in doing the job right.

Granite State Heating and Plumbing came in and offered to take over HVAC service. It may be a little less expensive than Pro Controls and they would come 4 times a year to change filters.

### 2. Septic and Drywell

Cathy shared that her reading of University of Wisconsin research has shown that discharging brine from a water softener is actually good for the system. Perhaps the library doesn't need to spend the \$5000 for a drywell for water softener discharge. Cab suggested researching this more, and in the meantime there was a general agreement to make repairs to the septic now but not the drywell yet.

### 3. Roof

Jim suggested the roof should be on the CIP for 2020 or 2021. He explained that one way is to list it as a one time \$85,000 or to list it as an ongoing expense. It was suggested that perhaps the warrant article should be not just the roof but some other building maintenance items too. It was recommended that John Sherman be consulted for how to handle this. Perhaps it's best to put just \$20,000 in a year until enough money is available.

Cathy suggested setting up an expendable trust fund where you put money in each year so that items such as new doors could be done more immediately. Jim said there can't be a general library fund; it

has to be more specific like a roof. Cathy said the roof would be a CIP item but then with an expendable trust in place, other items could be taken care of without waiting or being part of the CIP. She said the CIP doesn't handle the money, just the plan. She suggested Jim talk to Sean about this further. With a CIP item, when the money is fully there for an item like the roof, the warrant article recommends it and specifies from where the money will be withdrawn.

Jim suggested looking at Castagna's 5-year recommendations and breaking them up by year at today's meeting, and then meet with John Sherman about how to approach these items with warrant articles. He added that some things could be expended this year and that could be decided today.

Cathy suggested not duplicating projects by assigning them in a wasteful order. She suggested putting heat tape on the roof now. Cab said snow jacks can be installed fairly easy. Castagna had said it's worth it to take these preventative measures even if the roof is not redone for another 5 years because ice dams could continue to be a problem in the meantime. Cab will continue researching most efficient ways to get these installed. There was agreement to do the ice dam prevention this year.

#### 4. Mold

Cab explained that there are two piping issues. One was in the mechanical room near the small water heater for the craft room and bathroom area but the drain was piped over to the floor drain in that area and is now all set. The large water heater still requires repair. Cab said there is no mold and that the wall was looked at and it is mold-free. There was agreement to do the repair job on the large water heater this year.

#### 5. Doors

Repair is needed due to rotted door frames of the exit doors in large meeting rooms. There are drainage issues as well and with heavy winds and rain the carpet gets soaking wet at both doors. Replacement of the doors would be to a type of a door that does not rot or rust, and at the same time address the water drainage issue. At a total cost of about \$3500 it was agreed to delay this, revisit the the issue in December, and put it in the budget. These kind of doors can be purchased via a commercial account from places like Home Depot.

#### 6. Parking Lot

Cab and Jim agreed this was not critical at this moment and there was agreement to put this in the budget. Cab will find out when it was last resurfaced. It was agreed to move the 35,500 total from Spreadsheet Line B, columns 1-2 to the CIP. It is necessary to choose a year to do the work still. Jim suggested spacing out the year 2-5 spreadsheet items and even them out with a plan for each specific year.

#### Discussion of Other Building Topics

Cab said the solar project can't be done in Year 1 because the \$30,000 in Q1 on the spreadsheet is not available this year. Jim suggested it should go to the CIP and to the town energy committee. Cab will follow up on the ongoing Unutil issue.

Jim pointed out that the Public Area Finishes is the only larger cost item in the first column that is being put off until later based on priorities made at the April 14 meeting. It can't be completed in Year 1 because funds do not exist. Jim suggested putting the \$6500 in the next column, add together with related items, and move them out a year or two. Cab said public safety issues and then cost savings items are the priorities.

### **Yearly Plan for 2015-2020**

2015

Septic System (D) \$3000

Roof Coverings (M) \$5000

Drywell (E) \$5000 (still in question)

HVAC (P) \$68,000 (still in question--whether to do this year or next)

2016

Solar upgrade (Q) \$30,000

Parking Lighting Change to LED (F2) \$18,000

Interior Lighting (Z2) \$25,000

2017

Windows & Frames (K2) \$15,000

Public & Staff Area Finishes (W2, X2) \$25,000

2018

Parking, Pavement, Curbs, Gutters, Sidewalks (B1, B2, C1) \$35,500

Exterior Walls, Patch, Paint (J2) \$10,000

2019

Water Heater (controls) (T2) \$5000

Fire Suppression (U) \$15,000

Security/Fire Alarm, Monitoring (V) \$12,600

Hot & Cold Water Distribution (S1, S2) \$1700

Parking Signage & Ramps (BB) \$5,000

Site & Building Signage (G) \$5,000

2020

Roof (M2) \$85,000

Insulation with roof (N) \$5,000

Roof Drainage (O) \$20,000

Cathy reminded the group that next year, an additional year will need to be planned as well.

The intent is to try to even out expenses to about \$50,000 per year by planning out years 2-5 specifically. Jim and Cab will review this yearly schedule and try to even it out.

HVAC decision is still not complete. Cab said that if it goes into a Warrant Article for \$60,000 it would still be feasible if the library carries over \$40,000, leaving the net to the town at about \$20,000. Jim suggested meeting with John to get his advice. Cathy expressed concern about placing too many warrant articles on the ballot for the library. Cab suggested combining energy efficiency improvements into one article: HVAC, lighting, etc.

Cathy suggested having Jim and Cab get years 2-5 spread out and balanced and then discuss with John Sherman. Jim suggested also asking him about setting up a capital fund for the roof and flooring and maybe ask him about including HVAC maintenance costs which are on the spreadsheet for each future 5-year period. Cab suggested making it a Capital Reserve Fund and Cathy says this type of fund would address the roof. She added that an Expendable Trust would be needed for unanticipated needs, like a contingency fund. Jim will ask how to establish this. Cathy explained that it gets capped and gets replenished based on what gets used, whereas a Capital Reserve Fund stays the same.

Jim, Cab, and Cathy agreed to meet with John Sherman to discuss the above topics this week.

Cathy summarized the HVAC choices one last time:

--Use our own money and do it this year or next year

--Put it on the CIP as Warrant Article for the balance of unencumbered funds which would be about \$25,000.

Motion to adjourn made by Jane Query at 12:15PM.

Respectfully submitted,

Melissa Theberge