

Building and Grounds Committee Meeting

NOTES AUGUST 16, 2022

5:15 pm

1. **Call to Order/Roll Call** – Jim Lee, Dawn Brooks, Jan Knutson and Denise Leonard
2. **Public comment** – Progress Report
3. **Approval of Minutes** –
4. **Old Business**
 - a) **Items in Progress**
 1. **Elevator- Complete and in operation**
 2. **National Registry of Historic places-update** – In Progress – Live and Learn Grant due by February 2013
 3. **Rezoning of the vacant land passed.** Marsha Freeman suggested we use half the lot for a shelter and the rest for an expanded parking lot. What other options can we consider? Consensus was not to expand the parking lot at this time but to look into building an open pavilion.
 4. **Bookmobile Status Report.** No mechanical problems at the present time.
 5. **State Street Doors** – No Changes
 - b) **On Hold – Not urgent**
 1. **Madison Street stairs – Jeff Ernest is consulting.** Jeff may also oversee the project. He is going to present a proposal to just repair the stairs at this time. Still waiting on a response from Jeff.
 2. **Ramp suggestions** – Completed necessary items. This item will be removed from future agendas. We have completed all we can do that is required.
 3. **Fire drill**
 4. **CPR training**
 5. **Evacuation Plan**

****3-4-5-** In progress – These items are still on the agenda waiting completion. It is important to have drills, training and plans in place and up to date.
6. **New Business**
 - Rain gutter adjustments and splash pads on Church. Will look into having gutters cleaned – Our Lawn Service may be able to do this
 - Sink hole in parking lot repaired. This is the second sink hole. We may want to explore to determine if there is an issue. – On hold doesn't appear to be a pressing issue at the present time.
 - The storms of a week ago took out the main transformer in the area. We opened late on Monday due to lack of power. We ran on emergency power. Con Ed fixed the Transformer. The surge protector was demolished but had been replaced. A motor on one of the AC units was destroyed, impacting the server room- keeping door propped open to provide ventilation. New motor is on order.
 - A large crack has appeared in the downstairs lobby running across the width just inside the doors. Not sure how it happened. Will Have Jeff Ernest take a look when he comes to examine the stairs.
 - The annual walk through need to be scheduled. Jim will send out some possible dates.

6. Next Meeting SEPTEMBER 14, 2022 6:30 PM (suggested time)

7. Adjournment at 5:40PM