Brooks Free Library Board of Trustees
Building and Grounds Committee
739 Main St., Harwich MA 02645
508-430-7562

Aug. 27, 2015 - 4 pm
Thornton Room, Brooks Free Library

Agenda

1. Introductions
2. Presentation and review of findings by McGinley Kalsow Associates
3. Questions and Answers
4. Next Steps - How to Proceed
    a. responsibility for project management
    b. Liaisons from Capital Outlay, Finance Committee, Community Preservation Committee? (Historic District Historical Commission already assigned)
    c. Discussions re: process for preparation of funding requests

The McGinley Kalsow report can be viewed online: http://www.harwich-ma.gov/home/news/mcginley-kalsow-brooks-library-assessment. A print copy is available in the Library's Reference Dept.

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Minutes of Aug. 27, 2015

Approved by Building and Grounds Committee on Jan. 4, 2016

Public Presentation by McGinley Kalsow Associates on their assessment of the exterior of the historic portions of Brooks Free Library. Attended by Trustee Building and Grounds Co-Chairs JoAnne Brown and Jeannie Wheeler, Trustee Chair Mary Warde, Trustee Vice Chair Joan McCarty, Library Director Ginny Hewitt, Town Administrator Christopher Clark, Town Facilities Manager Sean Libby, Town Engineer Robert Cafarelli, Historic District & Historical Commission members Greg Winston, Jeanne Steiner and Gayle Carroll, Finance Committee members Dana DeCosta and Jack Brown, Community Preservation Committee members Robert MacCready, Daniel Tworek and David Nixon, Selectmen Linda Cebula, Peter Hughes and Michael MacAskill, and Capital Outlay Committee members Rich Larios, Peter Wall and Joe McPartland as well as several members of the public.

The presentation began at 4 pm. Library Director Ginny Hewitt introduced Doug Manley of McGinley Kalsow Associates who gave a power point presentation of the findings included in their report. A question and answer period followed and discussion ensued regarding the recommended methods to accomplish needed work, estimated at costing $800,000 in FY16 dollars, and the timeline and options for seeking funds. The following is not a transcript of points raised or questions but is a compilation of the major themes of the discussion.

It was agreed that work to repair the base of the columns may require immediate action as the consultant indicated they are deteriorating and should be shored up for safety reasons. The Facilities Manager and Town Engineer will investigate whether the columns are structural supports and if they are, the consensus was that immediate funds should be sought for those repairs. Options discussed were a Reserve Fund Transfer request to the Finance Committee for funding for the engineering work/specifications and the cost of the repairs. It was also noted that $38656 remains in a May 2012 Community Preservation article for work on the historic parts of the building but the CPC will need to determine if that work is an appropriate use of those historic preservation funds before they could be used for this purpose. No action will be taken to initiate funding requests until the Facilities Manager and Town Engineer have determined whether or not the columns are structural and assessed whether they require immediate repair.

Discussion was held on how and when to fund this work, which is not currently on the Capital Plan. It was noted that the Library roof is on the Capital Plan for FY17 but the consultant assessed the roof as being in good condition and the Facilities Manager reported that while there have been some recurring leaks, the roof could be moved back several years on the Capital Plan, which would save some funds in FY17. The possibility of using Library trust funds for repairs to the columns or the larger project was raised by some attendees but the Trustees indicated that the some trust funds are restricted to use of interest only and others cite particular purposes which limit what the funds can be used for, but that even trust funds not restricted in this way would generally not be appropriate for this type of work. They

were donated to provide long term supplemental funding for materials and services that are not included in the Town budget such as programming or purchases of computers before they became a regular recurring expense. Donors did not leave the funds for use for routine operating expenses or building repairs. It was also noted that the Friends of Brooks Free Library contributed $500,000 to $1 million dollars for the 1996-1998 renovation and no longer have significant funds. Funds they raise are used for the purchase of materials for the collection and museum passes, children's programs and support for our assistive technology program for people with vision loss. The Friends should not be expected to be a source of funds for this project.

Any request for Community Preservation Act funds will be considered by the CPC, which will determine if the work meets the guidelines for historic preservation, but CPC Chairman MacCready indicated they would be unlikely to fully fund a project of this size. Others indicated that this means that the full amount will need to be requested on the Capital Plan and that this amount could be reduced after the CPC decision, which will occur before the Capital Plan is finalized.

Capital Outlay Committee Chair Larios noted that placement on the Capital Plan does not mean funding has been found for a project. Once the Capital Plan is presented to the Selectmen by the Town Administrator, he and the Board of Selectmen and Finance Committee seek to find a funding source for projects that are on the Plan.

There was some discussion of whether the work could be accomplished in phases, which would spread the cost out over a period of years, but it was also noted that that also increases the costs associated with set-up, staging, etc. and would increase the overall cost of the project.

The consultant responded to the environmental concerns related to use of chemical strippers saying that they are regulated, safety procedures need to be adhered to, and run-off or discharge would need to be collected and disposed of. He stated citrus-based strippers now in use are less caustic than the first generation of chemical strippers and that is what they would be recommending. The newer strippers require more time and effort for the contractor but they are more benign. He indicated it would be more expensive to replace the clapboards than to use chemical strippers. He also stated the old wood clapboards are in good condition since they were made from old growth wood. They are much more resistant to decay than any new clapboards we would use today. Similarly, most of the wood shingles on the roof "skirting" (Brooks Block, above the first floor) are in good condition and only a small number will need to be replaced. He also noted the columns themselves are in good condition and except for the base, they do not need to be replaced.

The desire of some to return the historic buildings to their original paint colors was also discussed. The original bank building and Brooks Block are from different time periods and of different styles and would therefore be painted in different colors if that option is chosen. The addition constructed in the 1996-1998 renovation was designed in the same Italianate "stick style" as the adjacent Brooks Block so that it blends in and appears part of the historic building. It was noted that the cost of painting the addition, which comprises a third of the Library, is not included in the consultants' cost estimate for painting the historic sections of the building. There was consensus from attendees that if the historical paint color option is chosen then funds should be included in the project request to paint the addition in the same colors as the adjacent Brooks Block rather than accomplishing that work piecemeal over 4-5 years using the annual funds budgeted for exterior painting. There was no consensus on whether returning the buildings to the historic paint colors was appropriate or preferred. Since some sections of the addition will have been painted several years ago and the paint on those sections may have aged or faded, some

attendees expressed the opinion that funds should be requested to paint the entire building even it remains white so the entire building will have a consistent color and appearance.

The consultant identified $15,000 in work needed on the windows in the historic sections of the building. As with paint colors, it was noted that a number of the windows in the addition also have similar problems and the cost to repair those was not included in the consultant's cost estimate. Some attendees suggested the possibility to removing the windows from the larger project and funding the work on all the windows separately, perhaps at a different time.

The deadlines for submission for the Capital Outlay Plan and Community Preservation Act funding were discussed. The Library will submit those requests based on the assessment and cost estimates provided by the consultant, but the Facilities Manager, Town Engineer and Town Administrator will work with Capital Outlay, CPC, Finance Committee and Selectmen on how that work can be segmented or accomplished in phases and over what time period if funding is not expected to available to complete the work as one project. This work will continue over the next few months.

The meeting adjourned at 6 pm.

Respectfully submitted,
Virginia Hewitt
Virginia Hewitt
Library Director

Approved by Board of Trustees Building and Grounds Committee at their meeting on Jan. 4, 2016.
Virginia Hewitt