Minutes of November were approved.

Building Issues

Andy reported HVAC problems continue to present challenges to Control Technologies and Stromgren. The commissioning agent continues to have a list to be addressed. In order to get a letter of completion and Certificate of Occupancy (CO) the HVAC issues need to be resolved. Expenditures need to be completed within November for MEDC to avoid huge extra legal and administrative expense.

An engineer from WV Engineering is scheduled to review the Heberton noise problem this afternoon.

Communications and Public Address System. Intercoms will be tested this week. Walkie Talkies are being furnished by the Fire Department. They recently upgraded and are providing the ones they previously used at N/C.

Work on door hardware in the Annex for security is beginning today. Bathroom lock hardware is due in January. Locks are expected to allow locking the basement and other areas earlier and simplify end of day process. Security systems were discussed.

Old Business.

The railing in the open stairwell leading down from Cohen Hall does not extend to beyond the top of the stairs and return to the wall as is best practice. Andy will review and propose appropriate action.

Judy Putnam reports that design of the sign on West Street will begin in January. The interior sign on the Winter Street side also needs updating.

Consensus is a hard flat surface such as brick is needed for the outdoor smoking area so it can be swept.

AV Systems. We plan to add a mic connection in the center of the west wall of Cohen Hall and additional mic locations in the east end of Heberton Hall.

Craig Lindsay met with Bill Stroup, Carl Jacobs, Paul Henkel and Marti Fiske to discuss lighting for productions on Heberton Hall stage. Paul owes him a drawing of the hall. Andy will send a copy of a Russ Flemming email which included interaction with our architect about the need for LED lighting (Incandescent lighting might produce excess heat which could trip the sprinkler heads.) Craig proposed that he act as a paid consultant and prepare and present a proposed plan in January 2020.

Landscaping. Andy is discussing QR Code tree tags with Bartlett Tree.

Potted vegetables in movable pots in the patio area were discussed by the Library Board and there was no objection. Gail Zachariah is working on an agreement with Antioch. Spring 2020 we plan to establish a master landscape plan.

Trustees to get cost and gain approval for three additional boxwood plants identical to the five others in place (to be funded by the Trustees and Friends). A tractor path should be left so equipment can reach the West Street lawn.

Bike parking will be expanded spring 2020 near the east wall of Heberton Hall.

Next meeting is to be determined.

Submitted by: Paul Henkel, Chair