

Buildings & Grounds Meeting DRAFT MINUTES

October 21, 2019

Present: Kathleen Packard, Marti Fiske, Sally Rinehart (new representative from the Friends)

Absent: Paul Henkel, Andy Bohannon

Last month's minutes were reviewed as a way to introduce Sally to the items which the committee handles.

Updates on items from last meeting:

HVAC problems persist.

Heberton Hall stage now has floor tape to mark the edges.

Judy Putnam will be asked for an update on the new signs for Winter and West St.

The staff Communication Team had its first meeting. Concerns for first focus:

- Communications during closing
- How to reach people within the building during emergencies (individuals and whole building)
- Who to contact/what to do when there is an emergency problem with facilities, HVAC, etc.
- People aren't aware of how to use more than basic functions of telephones, where new phone are located or what their extensions are.

For next meeting November 6.

- IT is arranging for PA system to be engaged for telephones
- Set of three walkie talkies with rechargeable batteries, emergencies codes and hands free communication cost about \$70. Will investigate further as to whether this good choice and how many would be needed.
- Documents for emergency procedures book will be reviewed for updates
- Notes will be put on meeting room telephones telling people not to disable them and mark/sticker which wall plug is for phones in meeting rooms so outside groups don't disable phones.
- Update telephone extensions sheet and distribute, including new telephones in Annex.
- Update staff home contacts to include cell numbers.
- Map telephone locations in the building
- Put together simplified training manual on both versions of phones for staff (future training at staff meeting?)

Solar blinds have been installed in Circulation office and public access computers

Locks and door hardware in Annex: Estimate has been reviewed and ordered. Installation should be complete by Thanksgiving. Existing lock for pocket door, Heberton interior vestibule door handle had call back repairs last week. Still not fixed properly.

New Items Discussed:

Exterior doors: Marti and Pepper are working on making sure doors are secure, especially exterior doors. Pepper is working on making return stronger on the old mansion main door. We've found it ajar several times. Main door at Heberton has a very strong return, makes a loud bang, especially noticeable during book sale. *Can it be made quieter so it doesn't disturb events?*

Landscaping: Both new trees have been installed on West Street. The Little Leaf Linden has been aerated. *What is left for landscaping plans what sort of ongoing maintenance is needed for all landscaping and what is the expected cost? What is in City budget? What will Trustees need to plan for? Is Sarah Mustin Stockwell still budgeted for coming year to maintaining the Winter St. gardens?*

Parking near Cheshire Housing, there are no rods through concrete pads. The pads are getting moved around and will move more when the plowing starts.

Need to consider how the winter plowing and sidewalks will be handled during the winter season, especially around Annex.

Grassy strip between fence against Cheshire Housing and paving is not being maintained. Cheshire Housing tenant is now mowing. Sally recommends planning Hostas and mulching—won't be mown and hosta can survive anything.

New smoking area is bare dirt now. Needs to be reseeded. *How can we make that area attractive, especially for the Cheshire House tenants?* Discussed something like the granite blocks for people to perch and discourage people from housing set chairs there. Recommend smoking area sign include something to the effect that if you don't dispose of butts appropriate receptacle or you are subjects to littering fines.

Report requested from Community Outreach on use of seed library and garden tool loan programs.

Update on extra bike parking stations near Heberton?

Next meeting TBD.