

2013 BUILDINGS & GROUNDS AD-HOC COMMITTEE

Tuesday, August 20, 2013

8:00 am Town Office Building

Agenda	Public Comment Review data collected from Town Office evaluation Discuss timeline and schedule for other buildings
Committee Members Present	Don Dresser, Dan Stoddard, Nancy Stoddard
Staff/Officials present	Barbara Elliott (Town Administrator)
Others present	n/a
Call to order	Committee Convened at 9:15am
Public Comment	n/a
Data Collected from Town Office evaluation	Town Office Capital detail plan was reviewed and updated to include priority of work to be accomplished. Follow-up items include: Dan – <ol style="list-style-type: none"> 1. Find out if upstairs windows have historic requirements. Can they be replaced? 2. Can the smelly water downstairs be fixed by replacing the filter? 3. Find out more information about the age, condition and capacity of the septic system. 4. Check with Woody to confirm detectors are dual fire/carbon. 5. Research cost of fireproof file cabinets. 6. Send Nancy your Risk Assessment document Barbara – <ol style="list-style-type: none"> 1. Find out if painting the handicap lines in the parking area is in the HW budget or not. 2. When was the last time the oil burner was checked and cleaned? Ryan - <ol style="list-style-type: none"> 1. Check upstairs bathroom to see if it is ADA Compliant. Don – <ol style="list-style-type: none"> 1. Work with Heidi on panic button ideas and costs. 2. Work with Rob Zimmerman to get costs estimates for required work.
Timeline and Schedule for other buildings	Highway Department – Meeting set up with Yogi for Wednesday, August 28 – 8:30 Union Meeting House/Library – Tentatively set up for Sept. 9 th at 1:00 Nancy will contact others to set up time.