

**2013 BUILDINGS & GROUNDS AD-HOC COMMITTEE**

Tuesday, August 28, 2013  
8:00 am Town Office Building

<b>Agenda</b>	Public Comment Review of Highway Department needs Follow up of action items
<b>Committee Members Present</b>	Don Dresser, Dan Stoddard, Nancy Stoddard, Ryan Elliott
<b>Staff/Officials present</b>	Barbara Elliott (Town Administrator)
<b>Others present</b>	n/a
<b>Call to order</b>	Committee Convened at 9:30am
<b>Public Comment</b>	n/a
<b>Highway Department Review</b>	Yogi was unable to meet so we reschedule for next day.
<b>Follow-up items from last meeting</b>	<p><u>Dan</u></p> <ol style="list-style-type: none"> <li>Find out if upstairs windows have historic requirements. Can they be replaced? The glass in old "wavy glass" making it historic. The windows and storms are adequate for now. Barbara will talk to HHCT for historic preservation plans. Which buildings are on the historic register?</li> <li>Can the smelly water downstairs be fixed by replacing the filter? We could get a water company in to do an estimate. Dan to contact Vermont Water Systems, will check with Tate and Stone Environmental. The Waste Water Committee reports says it is ok.</li> <li>Find out more information about the age, condition and capacity of the septic system. Fire Station and Town Office are on separate septic systems. Dan and Barbara will follow up more on septic.</li> <li>Check with Woody to confirm detectors are dual fire/carbon. Dan checked and they are dual.</li> <li>Research cost of fireproof file cabinets. Cabinets run in the \$1,200 and up range for a four drawer cabinet. There is different fire rating depending on price. Dan will call Lincoln about what process they are using to digitize town documents.</li> <li>Send Nancy your Risk Assessment document Nancy and Dan will look at document together and report back to group if any risks relate to Buildings and Grounds.</li> </ol> <p><u>Barbara</u></p> <ol style="list-style-type: none"> <li>Find out if painting the handicap lines in the parking area is in the HW budget or not. No update</li> <li>When was the last time the oil burner was checked and cleaned? No update</li> </ol> <p><u>Ryan</u></p> <ol style="list-style-type: none"> <li>Check upstairs bathroom to see if it is ADA Compliant. Don will get ADA information from Rob Zimmerman (who has agreed to be a resource to the committee). Don will forward this onto Ryan who will</li> </ol>

	<p style="text-align: center;">come up with a recommendation.</p> <p><u>Don</u></p> <ol style="list-style-type: none"><li>1. Work with Heidi on panic button ideas and costs. Don brought in a \$10 panic device to show Heidi who was not in the office.</li><li>2. Work with Rob Zimmerman to get costs estimates for required work. Rob has agreed to be a resource to the committee.</li></ol>
<b>Timeline and Schedule for other buildings</b>	Highway Department – Meeting set up with Yogi for Wednesday, August 29 – 8:00 Union Meeting House/Library – Waiting to hear back from Ann Town Hall – Waiting to hear back from Barbara F. Fire Department – Tentatively 9/3 or 9/5