**PLYMPTON TOWN PROPERTIES COMMITTEE**

Minutes Wednesday, January 5, 2022, 6:00 PM

MEMBERS PRESENT: Nancy Butler, Ross MacPherson, Colleen Thompson,
John Traynor, Jon Wilhelmsen (Chair).
GUESTS PRESENT: Library Director Mike Slawson, resident Amber J.

NOTES:

* This meeting was conducted on a Zoom meeting platform with members and guests participating remotely. Members and guest will be referred to by their initials in the minutes.
* ACTION ITEMS: **In bold print**

OPENING – JW opened the meeting at 6:04 p.m. by reading the Governor’s orders of 3/12 & 15/20 which allow this Zoom meeting as a temporary change to Open Meeting Law during the COVID-19 shut-down. The meeting will be recorded to provide public access.

1. DEPARTMENT HEAD BUILDING DISCUSSIONS: Library – Library Director Mike Slawson presented his list of Library Concerns and Issues (see pages 5-6 below) The Committee noted that the library addition was built over 30 years ago. In the intervening time the library has not received much attention. It is time to catch up on some of this necessary work. Some highlights of the discussion are:
2. High Priority
3. Entrance Ramp - Highest priority. The ramp gets slippery when wet and ices up quickly. This should be a quick and inexpensive fix by applying a non-slip coating or tape strips. There is also an issue with the lip of the ramp where it meets the pavement. This causes people to trip. **The ramp should be made non-slip ASAP.**
4. Lighting in the Fiction Section - Insufficient. MS has had two consultants recommend track lighting. The Committee agrees that this is something that should go to this year’s Town Meeting. **We will prepare a warrant article that covers multiple library issues.** JW asked MS to get an updated quote, including the fiction section track lighting and the fixtures on either side of the fireplace. The lighting should be LED for the highest efficiency and lumens.
5. Exterior Lights - Ineffective. Parking lot light comes on sporadically. Lights on door and at ramp are to dim to be useful. **LD will work on getting the parking lot light on a regular schedule.** As to the other lights, we need to find a balance between what we do now and what will fit with the eventual lighting per the campus plan. We also need to make sure we comply with the Town bylaws with downward facing lighting. The new police station is well-lit.
6. Medium Priority
7. Emergency Exit in hallway (exits to back of building) - Door is in rough shape and may need to be replaced. **MS will pursue an estimate for this after consulting Tom Millias.** This may be funded out of maintenance or be added to the warrant article.
8. HVAC System - MS has not found any information on when the system was last inspected or cleaned. The system is old. How long will it last? It has been serviced by Bob Arnold. Maintenance records may be in the Town House, **MS will ask Bob to evaluate the system and get an estimate of timing for replacement.**
9. Tower - Is it safe? It would be good to have the tower and supports evaluated. MS will ask Tom Millias to look at it. RM suggested holding a ruler next to the cracks and taking photos throughout the year. This will help determine if the cracks differ seasonally. **MS will take first photo tomorrow.** The tower has leaked in the past but seems dry currently. MS will alert the Committee if this changes. There is some damage to the floor caused by the leaks and the brass compass rose needs a deep cleaning. JW and RM asked the roof consultant to pay special attention to this section of the roof and the special problems the tower causes. **JW will send MS the consultant’s full roof assessment report.**
10. Low Priority
11. Ceiling Tiles - Water stained. To be replaced after new roof is installed.
12. Water Heater - No hot water in the library. The heater appears to be disconnected. The Committee agreed that the library should have hot water. This may be low priority, but it **should be fixed immediately as a maintenance item**.
13. Basement Leak - Small hole in the wall where you can see through to the outside. Water comes in when it is a windy rainstorm. The dehumidifier runs whenever the building is in use. **This should also be fixed immediately**.
14. Trash in Basement – There is old, broken furniture and metal racks. RM asked if there is anything of historical value. The old card files will be kept. MS said he would check the other items. **JT will speak with Rob Firlotte to arrange for a dump run.** **MS will clearly mark the things that need to go.**
15. Carpeting, - All carpeting needs cleaning and that in the children’s room needs replacement. The new carpeting will be carpet squares that can be easily replaced when stained or damaged. It may be possible to install them over the existing carpet. JW suggested that MS speak with Mr. Veneto and Mike Durkee at the Dennett School as an information source. Although this section is on a cement pad, RM thinks it would be a good idea to remove the old carpet to know what is under there, was a vapor barrier installed, etc. Also, this (particularly the carpeting glue) should also be tested for hazardous materials when the roof is tested. **MS will come up with a plan and cost.**
16. Reading Room (Main Street) Windows - need some TLC, repair, and cleaning. Blinds would be helpful.
17. Outdoor Lights in Back of Library - Only some fixtures work.
18. Back Exterior Doors in Children’s Department - These don’t close/lock properly and need some attention paid to them. JW said that MS should get these estimated and the work done by the same company doing the Emergency Exit (see above).
19. Landscaping Behind Library - It looks shabby. There is brush that needs to be cleaned up. It would be nice to have a fence or plantings to shield the library from the church parking lot. **JW will add this to the Landscaping Design work. RM will speak with the Scouts** to see if anyone needs a service project. Maybe volunteers could pile up the brush and the Highway Dept. could chip and remove it. First thing is to come up with a plan.
20. Paint - Interior paint needs touch up. The Children’s Department needs to be completely painted. MS hopes to have local artists(s) paint a mural. It may be possible to get help from the Sherriff’s Dept. **MS will list what needs to be done so that it can all be done by one painting crew.**
21. Furniture - Needs updating, particularly in the Children’s Department. MS is working on a long-range plan for the library. When this is completed, the library will be eligible for MBLC grants. **JT will reach out to Nancy Denman who has experience with writing long-range plans for libraries.**
22. Final Remarks - We want to make progress on some of these projects this year, decide what we want to bring to the 2022 Town Meeting and the timing of future projects. Thanks to MS for this great list. We look forward to having estimates and plans for these items soon.

MS left the meeting at 7:07

2. ACTIVE PROJECTS

A. ADA Ramp Project – We have not yet received a final bill for the project. **JW will follow up**. We will want to have a ceremony in the spring to open the ramp and acknowledge our State representatives that helped make it possible. To complete the ADA access to the Town House we should put together a single project that will include the doors relative to the ramp and the new main entrance ramp and doors. JT said that the funding will likely come out of ARPA. The ramp on the back of the building was mentioned. This will be put on the To Do list but not be moved forward until we are ready to tackle the redesign of the TH offices, including removing the stage (BOH office), which is the only reason to have the back ramp.

B. Town House Roof – Nothing new at this time.

C. Dennett Solar – **JW and LD will meet with the solar company** on 1/6 to deal with complications arising from town counsel suggestions, procurement issues and anything else that needs clarification in the Lease and the PPA. As it stands now, the required changes suggested by town counsel would prevent the project from finding investor funding. Additionally, the Assessors’ rate in the Pilot Agreement will mean higher electric rates for the Town. **JW and LD will also talk with the Assessors about this.**

3. FUTURE PROJECTS

A. Recreation Planning – **JW will contact Mr. LaPointe this week, as discussed in our last meeting**.

B. Town Campus Phase II – Nothing new at this time.

C. Library/Fire Station Roof – Nothing new at this time. **Add the roof and carpeting hazardous materials assessment** as discussed earlier in this meeting.

4. TOWN BUILDINGS

A. Dennett Elementary – Nothing new at this time.

B. Fire Station – There was another issue with the sewage pipes. Both the Town House and Fire Station lines were snaked again, and a camera inspection was performed. The FS line does not go into the TH at all. It follows along the retaining wall before turning to the tank. There is a 90’ section that has multiple crushed areas which will need replacement now. This should solve the FS issue. **JW will get the video to Harry Weikel.** Harry may have some ideas about the TH problems, but we may need professional advice to figure out a fix.

C. Library - See above.

D. Old Town House – ServePro has completed much of the cleaning work. When they tried to remove the carpeting in the small room, they found that it had been glued to the floor. Before it can be removed it the glue must be tested for asbestos. ServePro stopped their work. A sample has been taken for testing. Depending on the test results, either ServePro will complete the job, or a hazmat company will need to come in to remove the material. A sample of the upstairs tile was not taken. This will be done with the library hazmat tests. RM said that we should give some thought to this and **create a list of all buildings/areas that need to be tested for hazardous materials.** The current short list includes the library roof and carpeting, and the Old Town House upstairs tiles.

E. Police Station - Moisture Issues – Nothing new at this time. We have not heard back from Dan Pallotta. **JW will contact DP again.**

F. Town Barn – Nothing new at this time.

G. Town House - Waste Pipes – Nothing new at this time. See “B. Fire Station” above.

H. Transfer Station – Nothing new at this time.

5. TRACKING SPREADSHEET – Some items discussed today will be added to the spreadsheet. Another column will be added to track the source of the cost estimate. This will show if the estimate came from a consultant or is an in-house/committee educated guess. **JT will reach out to Rob Firlotte to get an estimate of the siding fix**. JT will continue to tweak the spreadsheet as the committee suggests.

6. OTHER DISCUSSION

A. We still need to speak with the Police and Fire Chiefs about their buildings and Matt Durkee about the Dennett.

B. JW will reach out to FinCom to get them up to date with the building needs and what we hope to put on the TM warrant.

7. MINUTES – NB moved that the minutes for December 15th be approved as written. JT seconded. Roll call vote: JT aye, NB aye, RM aye , CT aye, JW aye.

8. NEXT MEETING – Tentatively 1/19/22, 6 p.m. This meeting will likely focus on the spreadsheet.

9. ADJOURNMENT – 7:39 p.m.

 **Plympton Public Library – Building Concerns & Issues\***

**High Priority**

**Lighting in Fiction section**

* Needs to be replaced
* Quoted at approx. $5,000 for new track lighting and new hanging light in center of room

**Front building lights and lights in parking lot**

* Need brighter lights
* The parking lot is very dark – especially in the winter.
* Replacement of bulb and setting timer on street light in parking lot

**Parking Lot and entry way**

* Cracks filled and ramp graded to pavement
* Ramp surface needs addressing – very slippery
	+ Slip resistant coating or tape may be a cheap and easy solution

**Medium Priority**

**Emergency Exit in hallway (back of building)**

* Water leaking from top of door during heavy rain
* Causing carpet damage

**HVAC System**

* Needs evaluation

**Tower in library lobby**

* Needs inspection
* Looks unsafe
* Large cracks in support beams
* Hardwood floor under needs cleaning/fixing
* Water leaks from ceiling around the tower

**Lower Priority**

**Ceiling panels**

* Several stained panels throughout the building
* Needs replacing after roof is fixed

**Water heater**

* Building has no hot water
* Is it hooked up?

**Basement**

* Minor leakage at bottom of stairs
* Needs cleaning out
	+ Old furniture parts etc. need to be thrown away

**Carpet**

* Thorough cleaning
* Replacement in in children’s

**Windows facing Main Street**

* Cleaning and painting
* Fix damage around frames
* Storm windows need fixing
* Need blinds

**Outdoor lights in back of Library**

* Not working
* May need to be brighter

**Back doors leading out from Children’s department**

* Need repair
	+ Loose and difficult to lock

**Landscaping out back of library**

* Brush needs clearing
* Fence between library property and church

**Paint**

* Children’s needs new paint
* Few other spots need touching up
	+ Panel at bottom of window seat in adult section
	+ Entry way

**Furniture**

* Furniture needs updating – especially in children’s (MBLC grants could cover this)

\*Prepared by Library Director Mike Slawson