



## Town of Boxford

### Meeting Minutes of the Permanent Building Committee

December 19, 2013

8:30 PM

**Core PBC Present:** Margaret Chow-Menzer, Frank Quackenbush, Garth G. Tolman, Miika Ebbrell, and Robert Hazelwood

**Library Project Designee:** Heidi Ellard (8:42 P.M.), Pauline Jenkins

**Present:** F. Richard Shaw, Judith Andersen, Council on Aging Representatives

**Other Attendees:** **Library Trustees:** Carol Davis, Julian Troake, **DPW Superintendent** John Dold, **Library Director** Patty Ditullio, Alan Benson, Town Administrator (8:40P.M.), Kurt Lamar of Collateral Collaborative, Angela Hyatt of Schwartz/Silver

**Meeting called to order at 8:35 PM by Margaret Chow-Menzer.**

#### **Review of Meeting Summaries:**

Minutes from 10/25/13 were reviewed as amended. F. Quackenbush moved acceptance, seconded by G. Tolman and unanimously approved.

#### **Review of Invoices:**

November invoice from Collateral Collaborative for \$7,666.00 was reviewed and F. Quackenbush moved acceptance, G. Tolman seconded, and committee voted unanimous approval. Invoice from Doyle Plumbing and Heating for \$3805.00 for West Library repairs was moved for approval by F. Quackenbush, G. Tolman seconded, and unanimously approved by the committee.

#### **Update on Elm St. Library Remediation and Repairs:**

- J. Dold presented 2<sup>nd</sup> warrant for payment for Unicon in the amount of \$109,000. While the project is essentially complete, there is an issue which appears to be unrelated to this payment, but he wanted the committee to be aware before payment. J. Dold, P.Ditullio, the Unicon rep and an environmental engineer met in the basement of East library to consider the odor in the basement. Before remediation, odor was mold. The new odor is caused by the paint used to encapsulate any remaining VOC's. (Volcanic organic compounds). The odor is gas from the paint and is non-toxic, non-lethal, but will continue indefinitely until "gassing off" is complete. The paint is totally environmentally correct and has fewer toxins than hair spray. In response to a question regarding health concerns with staff with respiratory issues, the engineer did not feel comfortable answering the question beyond the non-toxic and no health risk from smell. Engineer recommended a ventilation system be set up in basement. A need for a more commercial dehumidifier would also be considered as the air issue might continue. J. Dold has set up a fan and notes we have several weeks to flush the air. He recommends approving the requisition for payment. F. Quackenbush recommends approving signing, G. Tolman seconded and the committee voted unanimously approval.
- M. Chow-Menzer then reviewed furniture replacements for damaged items. Ditullio recommended replacement of the items thrown out, with more modular items which could be used hopefully in the new library. There is a need for countertops, sofa, patron seating and desks. J. Dold felt repainting at East might total \$500. For supplies. F. Quackenbush motioned a budget of up to \$5000.00 for the Library Director to get an exhaust fan, furniture, dehumidifier and paint with a request to check the WB Mason state list regarding pricing before buying at other vendors. H. Ellard seconded and the motion carried unanimously.

#### **Study to update Spofford Rd. Project**

- This project was approved at May 2013 Town Meeting and needs volunteers from the PBC to work on the scope of the project to develop an RFP 60-90 days before the Annual Town Meeting in May. Richard Shaw and Dick Taylor

have volunteered and G. Tolman volunteered from the PBC. M. Chow-Menzer will forward notice of the meetings to other members who may wish to attend. R. Shaw and J. Anderson left the meeting at 9P.M. J. Dold left at 9.10 P.M.

### **New Library Update**

- M. Chow Menzer reviewed various committee meetings: the ZBA hearing seemed to be well received. The Planning Board discussed a traffic study but was unclear as to scope. The PBC discussed such a study, noting that the issues seemed to have more to do with school buses in the morning when the library was not actually in use. H. Ellard suggested talking to the Chief again rather than getting a full-blown study and K. Lamar said he could talk to the chief re: the proposed site plans. A. Benson noted that there was no money for a full-blown traffic study, but a review of the existing data packaged as a plan could be reviewed by the chief or VHB if necessary. H. Ellard will produce the plan; P. Jenkins will provide a narrative and K. Lamar and A. Hyatt will provide diagrams. If more work is necessary. They can await review by boards. Another Planning Board concern was that Sayward Rd. is not an accepted town road and therefore was of concern regarding fire trucks having access through there for fires. The Fire Chief has said he is ok with two side areas as fire lanes and that the plan is designed to safety and fire codes. M. Chow-Menzer then questioned the committee regarding keeping the break in the stone wall. A. Benson noted that the homeowners could put up a gate on a private rd. if they wished. A query regarding the applicability of the Scenic Roads Act was posed to A. Benson who said he could seek Town Counsel's' opinion on that if desired. It would require a review of all deeds, as well as the conditions regarding the restraints in the deeds. F. Quackenbush suggested we send the plan to the Fire Chief without the break in the wall for final review as this process seems time sensitive and costly. A. Hyatt agreed to send to both the Fire and Police Chiefs for safety and access reviews. The driveway parking with turf gravel was not of concern as asphalt would not make it look any better. The Conservation Commission signed off on the stormwater management plan. The Board of Health had a problem with the Title 5 compliance when the Cummings house is tied to the septic. There will be further review by K. Longo, who does have the authority to give an administrative sign-off. The next BOH meeting is scheduled for Jan. 8. A. Hyatt noted that two other changes made were removal of curbs and landscapers will reconsider trees at entry to be more "country".
- A. Hyatt then noted an issue with the Cummings House: the fire alarm panel and system at the Cummings house may not be up to code. They met with the new building inspector who is concerned about the system and is also requiring separate gender rest rooms. M. Ebbrell moved and G. Tolman seconded adapting the plans to two separate rest rooms. Motion carried unanimously. After further discussion, G. Tolman motioned, M. Ebbrell seconded the design portion of a new fire alarm system at Cummings House up to \$3500.00 if necessary. The motion carried unanimously.
- K. Lamar noted a concern regarding the IT budget. There is presently \$40,000.00 in the budget for furniture and fixtures, but we still need to decide where drops and connections go. Designing the Pc's and copiers so as to complete the plan seems critical to allow the commissioning agent time for a complete review.
- P. Ditullio said she could give the list to a vendor to cost.

### **Cummings House Care and Custody:**

- M. Chow-Menzer informed the Committee that the Selectmen are going to apply for CPC funding. H. Ellard has talked with the Cultural Council, the Selectmen, and the Library Trustees regarding use of the Cummings House. It is recommended that the Library Trustees maintain care and custody of the building and sign a letter of agreement with the Cultural Council as to its use. The Barbara Perley Foundation will render an opinion on to the Library Trustees.

**Next meeting date:** The Committee will be meeting again on January 16, 2013, at 7:30 P.M. following earlier Planning Board, Selectmen, and HDC meetings and before the ZBA on the 23<sup>rd</sup>.

**Motion** made by M. Ebbrell, seconded by F. Quackenbush, the Permanent Building Committee voted to adjourn at 10:25 P.M. The Motion was approved unanimously

Respectfully Submitted,

Joyce G. Ricklefs  
Minutes Secretary