

Stewardship Plan
Town of Charlestown, Silsby Free Public Library

This Plan was adopted by the Selectboard of the Town of Charlestown on _____ and the Trustees of Silsby Free Public Library on _____.

Scope: This Plan relates to the Silsby Free Public Library (Library) and reaffirmation of the shared duties and responsibilities of the Library and Selectboard governing historic preservation, maintenance and oversight of the LCHIP Grant Masonry Project.

Purpose: The purpose of this Plan is to define current regular maintenance procedures and to explain how these procedures affect the shared responsibilities under the terms of the LCHIP Grant.

Enforcement: Enforcement of this Plan is the responsibility of the Selectboard and any official designated by them as indicated by their adoption of the resolution dated March 6, 2019 to adopt and commit to implementing the *Land Trust Standards and Practices* as an LCHIP Grant recipient.

Outline of Existing Maintenance Procedures

Regular maintenance and repair budgets are prepared annually and funded through the annual March voting process with input from the Library Trustees and the Finance Committee. Every effort is made to foresee the physical needs of the building and set priorities based on the long range plan of preserving the historical integrity of the Library. No LCHIP funds are used to offset the normal and routine maintenance items.

Maintenance is carried out by the full and part time staff of the Town with priorities set by their Supervisor and the Library Trustees.

Oversight and regular monitoring are provided by the Library Trustees and Library staff (paid and volunteer) on a daily basis. Reporting is made to the Building Needs Committee or maintenance staff as appropriate.

The Building Needs Committee addresses the physical building needs of all Town owned buildings, including the Library and through their sub-committees determines the cost and any alternative solutions. Recommendations are referred to the Selectboard for appropriate action.

Liability insurance is maintained by the Town at appropriate levels on the Library as it is for all town-owned buildings. Subcontractor's proof of insurance is a requirement in any contractual arrangement.

Library Masonry Project

Specific to the LCHIP Grant, the Town will provide oversight of the Masonry Project using the services of the existing Building Inspector and the Public Works Supervisor. In addition, the Chair of the Library Trustees, or his appointed designee, will meet with the Mason as needed and on site as the Project progresses.

Progress on the Masonry Project shall be reported to the Library Trustees who meet monthly and reports, oral or written, submitted to the Selectboard.

The Mason will submit progress billing to the Town which will be timely paid from the Library Masonry Capital Reserve Account up to the amount of the matching funds (\$100,000) and supplemented by the funds as received from LCHIP (\$100,000). The balance of the Library Capital Reserve Account will be used to resolve any remaining

drainage problems affecting the masonry of the Library or unforeseen expenses for materials or labor.

Monitoring: Inspection of areas specific to the LCHIP grant process; including, but not limited to roof drainage, water runoff and weather related events, will be monitored and reported monthly at the Trustees meetings and referred to the appropriate Town departments for resolution. The annual inspection report required by LCHIP will be the duty of the Trustees, coordinated with the Town Building Inspector and submitted in a timely manner.