

**Rutland Town Select Board**

**Building committee**

**Meeting on 4-20-18 at Municipal Offices**

Present: Mary Ashcroft and Joe Denardo of the Select Board, Bill Sweet, Town Adm. Assistant. The Meeting commenced at 8AM.

1. Carpeting: Mary and Joe reviewed 3 bids from Carpet Warehouse, Rugs and Rems and Carpet King. They decided that there was enough difference in the specs that Bill would call each and ask questions concerning clean-up of old carpeting, moving furniture, and tiles on the ramp so that we would be comparing comparable quotes. No action to recommend to the full Select Board at this time.

2. Pressure washing/trim painting: The Town had obtained estimates from Ross Painting and from Valente. These quotes were over \$5,000, and so necessitate that the Board go out to bid for this work under our purchasing policy. Bill will prepare bid specs to include:

- pressure wash building
- properly prepare all trim, doors, and all wood surfaces
- caulking as needed
- One coat primer and at least one finish coat
- contractor to provide all materials
- clean-up of all including glass.

The ad for bids will be in the paper no earlier than April 26<sup>th</sup>, and bids will be due by the close of business on May 11<sup>th</sup>. The full Select Board will review and approve the proposed specs prior to publication.

3. Security cameras. Bill Sweet explained that the cameras must be installed and operational by June 1 in order to obtain the state share of payment. It likely won't be possible to have the installation done after the pressure washing and trim painting. Bill Sweet will obtain estimates from Matt Voity, R. Stubbins and Brad LaFaso. He will also contact Giancola about a manlift, unless the electrical contractors propose to use their own manlift or other method to mount the cameras.

4. Exterior door locks: Locks for the town office building will be selected and contracted for along with the other locks for other town departments with the appropriate department heads. Bill will liaise with the fire department and recreation department.

5. Town Clerk Vault Storage—The committee reviewed the three options obtained by Town Clerk Kirsten Hathaway from DuPont Storage Systems for additional storage units in the vault. The prices were \$7,425 for 2 shelving units and 11 top units; \$4,848 for 9 top units; and \$2,665 for 2 shelving units. The committee agreed to recommend option 3 to be completed this fiscal year, and then to reserve on

the purchase of the 9 top units in the next fiscal year. They will make this recommendation to the full Select Board.

6. Fire Detection in the Vault—Bill will contact Royal glass to see what it will cost to install a fire detection system in the vault. The committee discussed but took no position on a fire suppression system, but agreed a fire extinguisher should be put in the vault for emergency use.

7. Box Elder Beetle Problem: Bill and Kirsten discussed the infestation of these beetles in the downstairs meeting and voting room. Bill will check into a green extermination possibility and report back to the committee.

8. Hallway notice boards: Bill and Kirsten will get bulletin boards for the notice wall in the main floor entry hall. One board will be used for public notices, and the other for town notices. Mary will look into obtaining bulletin strips (map hanging strips) for use on the other main hall wall for displaying artwork. Hanging strips will also be used for OSHA-type notices in the narrow hallway by the bathrooms.

9. Office signs: Signs indicating town departments will be located at the sides of doorways for each department—town clerk, listers, town administrative assistant, police department. Bathroom doors will be marked on the door itself.

10. Town Clerk Air Conditioner: Kirsten will get estimates for the installation of AC/heat pump unit in the town clerk's office. She will contact McGee to determine the cost of the units recently installed in the Select Board meeting room.

11. Architect for remodeling of Town Clerk's Office: We need to move forward with estimates of work to be done redesigning the Town Clerk's office areas. Several names were suggested. Mary will begin by checking with Dan Pratt of Robert Carl Williams Associates who did work on the West Rutland Town Offices.

There being no further business to conduct, the meeting was adjourned at 9:55AM.

Respectfully submitted: Mary C. Ashcroft, Select Board