

## Pillsbury Free Library Building Committee meeting

Thursday August 8, 2013 at 10:10 AM

(meeting held in the Teen area due to tutors and volunteers using all other areas)

Attending: Lynn Perkins, Committee Chair; Jeanne Hand, BOT chair; Richard Knapik, Tina Schirmer, and Library Director Nancy Ladd. Belle Harvey was unable to attend.

1. Preservation Alliance grants for architectural building assessments: These are matching grants that originate from LCHIP funds and are managed by the PA. The maximum amount they will provide is \$4500, which must be no more than 50% of the total cost. Applications are considered at their monthly meetings, which are usually the last Tuesday (4<sup>th</sup> Tuesday?) but this August it was rescheduled earlier, to August 20.  
These assessments are a required prerequisite when applying for LCHIP Grants for projects that cost more than \$50,000, and are a boost in credibility for smaller project applications.

Decided: that a building assessment would be a valuable tool in planning and in obtaining funds, and that if we make haste in pursuing the grant round for August, there is a chance the process could be under way before the Sept 13 LCHIP application deadline for 2013.

Actions: Tina will call Anthony Mento who works at SMP, an architect firm on the recommended list provided by the Preservation Alliance. She will ask if they can provide a quote next week, and if they could schedule actual work as soon as early Sept if funds are available. If possible, Nancy will submit an application for the August consideration deadline. She will talk with Maggie Stier again to get advice.

2. LCHIP preservation grants: The NH legislature authorized funding for two years for 50% matching grants for Land and Building preservation. The 2013 deadline is Friday, September 13 at NOON. The decision would be in mid December, and announcements in January 2014. Nancy attended the mandatory workshop in Laconia, which is valid for this year or next year's application deadlines.  
Up to half of the matching funds provided by the library can be in-kind rather than cash. This can include funds already spent in the past two years towards the project, and the value of volunteer time working on the project. No more than 5% of the match can be administrative staff costs. The cash portion can include funds not yet raised, such as an intended Warrant article, pledge drive, other grant applications, or trust funds or interest expected to be available. Approved grant funds are not issued until the work done has been approved and proof of the matching funds spent is provided. There is some history of preference for projects that require less than 50% from LCHIP.  
Possible projects or phases of the overall restoration and rehabilitation that were discussed: Masonry repointing and sealing; drainage away from the building, including gutters if needed; purchase and installation of new storm windows; removal of the drop ceiling over the fiction stacks to reveal the original high ceiling and stain glass windows in the center and the West end. The Granite fireplace also needs restoration work.

To meet the deadline for this year (Sept 13) would be very difficult but it was decided that we could give it a try if the Board approves and we can define the scope of the project and get quotes by the deadline.

Actions: Nancy will gather past quotes and expenditure information. Lynn will estimate the number of hours of volunteer time he has contributed to the window repairs. Someone will contact past providers of quotes to see if they can update their figures in time for the application. Jeanne will inform the Town Administrator and the Selectboard of the Library's intentions, and see if they would agree to express support of the project which the grant would help cover. It was felt that the Architectural assessment will give us more credibility for requesting financial assistance from the Town. It is too late to include any new CIP request in this year's process.

If we miss the Sept deadline, we can apply in 2014. The board will be asked to approve making an application, at the monthly meeting on August 20.

3. Electrical efficiency grant from PSNH: The LighTech company has submitted a report to PSNH on our behalf for approval to be eligible for matching grants for replacing lights. On Friday Aug 2 they presented a copy of the report and visited to explain their recommendations. Tina, Lynn and Jeanne were able attend part of that meeting, which was not posted due to extreme short notice. No decisions were made, it was an exchange of information.

Their recommendations include: retrofitting the exit signs with LED conversion kits, converting the ceiling fluorescents in the children's room and hallways, to more efficient 28 amp lamps, replacing all other fluorescent lamps and the 400 W hockey puck MH lamps in the upper level stack areas with new 4 ft fluorescent fixtures that were designed for the Cranston RI library system (diffuse light with some up-lighting). In the fiction stacks, if the drop ceiling is removed the lights can be hung with wire from the high ceiling instead attaching to the drop ceiling grid. LighTech will show us a sample of this fixture when they receive it. The two 1000 W lamps in the fireplace room would be fitted with 3 LED boards. (Note that this may not be easy –they did not know the exact structure of the existing lamps when recommending this).

The estimated cost of the improvements in the submitted report is \$14,088, of which our cost would be \$7044. There are two payment methods: we can pay cash for our half, which would make it possible to start as soon as approval is received, OR we can wait until the new PSNH fiscal year (end of December) and pay for our half by maintaining the **same level of electricity payments until it is paid off** (SmartStart): estimated to be 4.5 years, for the suggested work. PSNH will only approve projects that take less than 5 yrs to pay back. This method keeps our budget expenditures level until the costs are paid, then we will see the financial benefits.

We asked LighTech to provide a link to a catalog of lamps that might be approved for replacing the hockey pucks, especially the one over the circulation desk, as it is felt that the 4 ft fluorescents are not stylish enough. Nancy pointed out that the existing fluorescent fixtures were installed prior to setting up book shelves and are aligned in the wrong direction. It is unclear how much more it would cost to set up the new lighting in the correct orientation.

They will also check about attaching the LED boards. These boards do not have remote ballasts, but come with a software "driver" board that is only warranted for up to 3-5 yrs. They can submit amendments to the lighting report after it is approved, which they think will be in 2 or 3 weeks. If approved, LighTech will handle the whole process. They are the only NH company certified by PSNH so far. They must use contractors on the PSNH approved list. Nancy provided them with electrical wiring diagrams and copies of manufacturers "cuts" from the existing lights.

Actions: Tina will contact LighTech to remind them to send a link to samples of light fixtures that might replace the Hockey pucks, and to send a link for alternative design for the circ. desk area. Nancy will send floor plans of existing furniture and information about the physical structure of the ceilings.

The Committee will bring this information to the Full board for discussion about approving the plan and the method of funding the work.

4. Chimney: Lynn reported that the Mason is waiting to have financial resources to rent a "man-lift" to complete the repair and sealing of the chimney. He feels this may not occur this season and we may need to look elsewhere.
5. Meeting adjourned at noon.

Addendum:

Update:

1. SMP provided a quote of \$6500 and Nancy submitted an application to the Preservation Alliance on Friday August 16, for a 50% funding grant for an architectural building assessment. They will let us know their decision on Tuesday August 20, after they meet.
2. Nancy and Jeanne intend to request a short meeting with the Selectmen on Tuesday Aug. 20 prior to the Trustees meeting, to inform them of the Grant applications and projects being considered, and request their support.

Respectfully submitted by Nancy Ladd, Library director