

**Special Meeting of the Brookline Selectboard on
Saturday May 20, 2017-DRAFT
624 Grassy Brook Road, Brookline VT 05345
Sunny Lane Day Care Building and Grounds**

Action Summary:

No Votes or Actions were taken at this meeting

Present:

Board: Dorothy Maggio, Bruce Mello, Gwen Tanza, David Jones, Chris Webb

Members of the Public: Lyndall Boal, Guy Tanza, Randy Bills, Tina Bills, Erin Zargo

Call to Order:

Dot Maggio called the meeting to order at 9:05 A.M. in the SLDC parking lot

Changes to Agenda

None

The purpose of this special meeting is to assess and discuss the necessary improvements at the leased building and grounds of the Sunny Lane Day Care located at 624 Grassy Brook Road Brookline.

Items discussed

Parking Lot

Paint an orange line at the end of the driveway for boundary

Repaint the Handicap Parking space.

Provide a Handicap Parking space sign on a post

Repaint the lines for parking spaces (bus and cars)

Ask Archie Clark to look at the parking lot macadam-can cracks be fixed and resealed?

Does the parking lot need to be repaved? Develop a Request for Proposal?

Outside Entrance walkway

Repair or replace walkway - Fix dirt section opened up for grease trap line

Pump septic tank (scheduled for June 10, 2017)

Near Main Door: Outside

Hand Rail needed on left side of entrance

Clean fill needed to reduce drop off and improve drainage away from the building in several areas in the front.

Repair wood rot in the front eaves.

Consider adding metal roofing in the roof valley over main entrance door

South Side Deck -

Add wood lattice panels for safety

Add two graspable handrails inside of current rails going up to the deck

Windows

Research the availability of Grants to update windows where needed

Back of Building

Add gravel from foundation out 2 or 3 feet for improved drainage of water

Trash bin is frequently opened by bears - Suggest securing lids better

Old Wooden climbing apparatus and slide needs to be taped off with proper signage such as CAUTION Keep Off Do Not Enter until it is removed this summer.

Set up a plan to dismantle and remove the play set

North Side Deck

Add wood lattice panels for safety

Reinforce the stairs leading up to the deck on the north side

North Side Foundation Wall

Add about 3 feet of gravel along the foundation to improve drainage around building

Look behind the snow barrier insulation sheets attached on the north side of the foundation.

Remove/Replace them?

Build out a box shield around the cold air intake area to protect the opening when there is snow

Roof-

Remove the old satellite dish from the roof. Leave feet to prevent opening up a hole and allowing water to leak into the building.

Add soffit vents/ prevent ice buildup

Check insulation over Tina's office

Steel flashing, rubber bitchathane and end vents

Wall installed Air Conditioner:

Build an insulated panel to insert into the AC hole when the unit is removed. Remove the AC unit each fall- Insert insulated panel during heating season and reinstall AC unit each spring.

Or

Establish a way to keep the AC in the wall all year long but provide additional insulated box outside and panel inside during winter.

Get an electrician to install GFI outlet for AC in the kitchen of SLDC

Cement base picnic tables need new tops and seats. (one near the North playground and one in the South playground near the sandbox (which needs sand) 10 x 8 foot boards are needed.) Repair and repaint

Playground Equipment in South Field

Paint to like new condition (Tina/Randy plan on doing this soon)

Address suitable material to use under and around playground equipment (Information sent to Tina Bills - Tina indicated that this was also on the list to do this summer)

9:50 AM - Enter the building via main door in front

Foyer/After school room-Library/Kitchen/Office/Classrooms

Foyer-

Fire Door does not hang properly. The framing does not support the door and it needs to be rehung.

Damage has been done to the entrance flooring tiles due to door.

Library

floor is bowed in middle

Kitchen:

AC Unit needs a GFI outlet. Insulate AC opening for winter better if not removing the unit every fall.

Tina's office

Heating problem - valves or insulation problems or both?

Infant Room

Rehang bathroom door-bad hinge

Sink area: Cut away molding wall area behind sink and repair wet sheet rock. Add waterproof splash guard

Toddler Room-

Backsplash needs to be repaired/replaced behind the sink in this room

PreSchool Room

Backsplash needs to be repaired/replaced behind the sink in this room

Replace stained ceiling tiles

Replace both toilets in this room (causes damage to MPR ceiling)

Hallway outside of classrooms

Flooring is damaged.

Downstairs:

Bathroom

door doesn't hang right. Rehang door. (also suggested in 2016 was to glue and clamp for 48 hours)

Bathroom switch plate

Storage room with Piano:

Vent Pipes are open and they dry out according to Randy. Cap them off. Remove copper pipes. Shut off janitor sink in the utility room were suggestions

The furnace room, crawl space and storage room did not appear to need anything. (exception of utility sink possible removal)

At the time of this meeting, Mark Bills was repairing the ceiling tile damage caused by the leaks from the bathrooms in the preschool room, (this was repaired last summer as well)

*** Completed

** Discussed during previous inspections

Those present reviewed the list of repairs and modifications prepared on April 9, 2016

- 1) fill hole in driveway***
- 2) MPR ceiling damage (done 2016 and May 2017)***
- 3) Glue and clamp BR door near MPR **
- 4) Install entrance way floor tile **
- 5) Install plastic electric switch plates over switches currently covered with tape.**
- 6) Install plastic blank cover over unused thermostat housing in toddler room half bath.
- 7) Seal vent-waste pipe in janitor's room to prevent gas/order backup**
- 8) Kitchen waste line/grease trap not up to code (was told that it is up to code 2017)
- 9) Install railing on both sides of front main entry door.**
- 10) Build retaining wall at left side of ramp to front main entry door**
- 11) Regrade/modify ramp to entry platform- code violation?**
- 12) Regrade and add gravel to drain water away from the building**
- 13) Clean up/remove items from rear of the building**
- 14) Repair rail fence along road (done by Peter Meyer)***
- 15) Dispose of fluorescent light bulbs (completed 2016***)

Here is a summary noted by Bruce and Stan on May 12, 2015

- 1) Library floor bowed in middle**
- 2) Library door can not easily be opened**
- 3) Floor tile missing**
- 4) Wall paper peeling in some rooms
- 5) Windows need attention**
 - a) Paint exterior of windows
 - b) Repair sills that are partially rotted
 - c) Window frames show deterioration and need painting
- 6) Shouldn't a kitchen exhaust fan be installed?
- 7) Bathrooms not ADA compliant?
- 8) Trim to the right of the north deck has a rotted area (maybe more)**
- 9) Deck railings on North and South side has too much space**
- 10) Ground to right of main entry slopes towards building instead of away.**
- 11) Main entry macadam**
 - A. side wood retaining walls have rotted etc
 - B. 3 - 4 inch settling between concrete pad and door and ramp to pad
 - C. railings needed building side and at the end of ramp to right of door
- 12) Furnace
 - A. 75% efficiency rating (Dec 2016 rating after work is now 82% efficient)***
 - B. valves or heat supply lines are incorrectly operating (completed 2016)***
 - C. water and heat supply lines are not clearly labeled (completed 2016)***
 - D. no barrier preventing cold air in from bulkhead door (completed in 2016)***
 - E. Damper opens in winter when furnace starts (new motor installed 2017)***
 - F. Concern about 30% heat loss through the foundation reducing efficiency**
- 13) Insufficient insulation in ceiling of living areas
- 14) Dual walled metal chimney in NW corner of building has rusted through exterior wall**
- 15) Roof fascia and trim rotted at very front gable end**
- 16) Stairs to North deck are inappropriately attached to deck.**

Dates of previous inspections

May 12, 2015 summary by Stan and Bruce

May 12, 2015 Capital Needs Assessment by Criterium Lalancette Engineers (Aug 28, 2015 final report)

April 9, 2016 Repairs and Modification list (attached)

May 20, 2017 Capital Improvement walk through

Adjournment:Dot Maggio made a motion to adjourn the meeting.David Jones seconded the motion. No discussion.

The special meeting at SLDC was adjourned at 10:55 AM