

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW ELEMENTARY SCHOOL
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, JANUARY 7TH, 2025
6:00 PM

This meeting is being recorded

6:00 pm 1. Business

- Warrant: 2513, 2514 and FP 50, 51
- Minutes: Open Session, December 3, 2024 and December 17, 2024
- Town Administrator Updates and Reports

6:05 pm 2. Public Comment

6:10 pm 3. Donation Acceptances:

1. Presentation of Turkey Trot Donations
2. Middleton Food Pantry – \$1,000 - Bethesda Lodge No. 30 IOOF
3. Middleton Food Pantry – \$1,000 - Jeff & Carol Curvey Foundation

6:25 pm 4. Presentation of Life Saving Awards and Proclamation of Thanks

6:40 pm 5. MSBA – Initial Compliance Certification – Fuller Meadow Roof

6:50 pm 6. Masco Capital Update with Middleton Representatives

7:15 pm 7. Flint Public Library Conditions Assessment Review

7:25 pm 8. Review and vote on annual licenses for liquor, common victualler, etc....

7:30 pm 9. Updates & Announcements

7:40 pm 10. Executive Session pursuant to G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations: All Units re: Health Insurance Split

7:50 pm 11. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Contract extension discussion for Fire Chief

8:00 pm 12. Executive Session pursuant to G.L. c. 30A, s. 21(a)(2) to discuss strategy with respect to non-union personnel: Contract extension discussion for Town Administrator

Upcoming Meetings:

January 21
February 1

Regular Select Board Meeting
Operating Budget Sat. Meeting



MEETING MINUTES
MIDDLETON SELECT BOARD MEETING
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
December 17, 2024 at 6pm

With a quorum present the Chair called the meeting to order at 6pm and announced the meeting was being recorded. Select Board present: Rick Kassiotis, Chair; Debbie Carbone, Clerk; Brian Cresta; Jeff Garber; Kosta Prentakis. Also attending: Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator; others as noted.

The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Business

- **Warrant 2512** /December 12, 2024: Payroll: \$ 981,533; Bills Payable: \$ 2.8MM; **FP50** \$ 98,000
The Town Accountant/Finance Director Sarah Wood has reviewed the warrant and requested the Board's approval. Town Administrator Sultzbach provided a brief overview of the warrant as presented.

On a motion by Carbone, seconded by Garber, the Board voted unanimously to approve Warrant 2512 & FP50.

Public Comment – There was none.

3. Follow up from December 12 Special Town Meeting (STM) - Chair Kassiotis acknowledged the December 12 STM was well attended (573) and observed although residents were not pleased with the mandated MBTA zoning legislation from the state to require multi-family housing in MBTA Communities, and had the town's best interest, but again voted against the zoning; the Supreme Judicial Courts ruling on the legislation is anticipated in February. The Town Administrator's office will continue to seek grant funding.

Regarding the Accessory Dwelling unit state bylaw changes, the town has submitted proposed terms to the bylaw, as allowed by the state and additional documents has also been provided to the Town Clerk's office to be submitted to the Attorney General's office.

B.Cresta suggested information on the ADU changes and permitting process be posted on the Town's website.

4. ARPA (American Rescue Plan Act)- Final Appropriation Reconciliation & Finance Director Memo - J. Sultzbach highlighted a memo from the Finance Director, S. Woods, regarding \$34,307.63 of uncommitted ARPA funds that need to be designated by December 31, 2024. Due to the following projects already in compliance and utilizing ARPA funds, S. Woods recommended the Board allocated the remaining ARPA balance to one of the following: the Municipal Complex Project; Water main looping Essex St. to Debush; Water main looping Liberty Street.

Discussion followed. With contracts in place for the water looping projects in place and additional funding not anticipated, the Board supported the funding be allocated to the municipal project.

On a motion by Cresta, seconded by Garber, the Board voted unanimously to approve the remaining uncommitted (ARPA) funds of \$34,307.63 be allocated to the Municipal Complex Construction project.

5. Review & Vote on annual licenses for Liquor, Common Victualler, etc. - J. Bresnahan reviewed the licenses before the Board for approval were pending final inspection and proof of paid taxes to date. She gave an overview of the status of licenses issued the prior year, which the application process to date has not been adhered to.

On a motion by Cresta, seconded by Garber, the Board voted unanimously if the Administrator's office does not hear from licensed applicants by the end of the calendar year, the applicant must appear before the Board prior to any action being taken by the Board on any license.

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to approve the following licenses, pending successful completion of the process of Inspection and Treasure's Office review, the Alcohol License for

Fern Croft Country Club, so called 19th Hole SD Management Group LLC; Omega Pizza, Cadelli Corporation; Common Victual (non-alcohol) for Aroma Joe's, Rope Towing Holdings LLC; Best Bagel; Best Bagel; Charlie Roast Beef; Dairy Queen dba Middleton IC LLC; Middleton Subway Incorporated; Sam's Place, for gasoline pumps only; Bouchard's Automotive; Middleton Gas & Service; Precious Meadows Tesoro Boston, dba Parrisi Hill LLC.

Newly hired Administrative Services Coordinator Shantel Bambury was recognized for her work this month during the license renewal process.

6. Appointments – Recreation Commission: Caitlin Chianca's application was considered by the Board. J. Bresnahan reported C. Chianca was unable to attend the meeting and noted the Recreation Commission recommended this appointment.

On a motion by Cresta, seconded by Carbone, the Board voted unanimously to appoint Caitlin Chianca to the Recreation Commission for a term through June 30, 2027.

7. Donations & Acceptances

- \$2,000 for the Middleton Food Pantry from the Torrice Family Charitable Trust

On a motion by Cresta, seconded by Prentakis the Board voted unanimously to accept with thanks the \$2,000 donation to the Middleton Food Pantry from the Torrice Family Charitable Trust.

- Accept a transfer of funds & donations from the Library Board of Trustees - K. Prentakis summarized the history of the Library's gift accounts and gave an overview of the intentions of the original donor for the funds to be used. These accounts have been dormant and were recently found because they were under a tax ID number not belonging to the Town but to the Trustees in a brokerage account.

On a motion by Cresta, seconded by the Board voted unanimously to accept a transfer of funds and donations from the library Board of Trustees in the amount of \$146,260.

8. Updates & Announcements

- J. Sultzbach recognized Town Clerk & staff for their work on the Special Town Meeting.
- The Town Transfer Station will be closed Christmas and New Year but open Thursdays of those two weeks.

9. Executive Session – *On a motion by Cresta, seconded by Prentakis, the Board voted unanimously by roll call to enter into Executive Session pursuant to G.L. c. 30A § 21 (a) (2) to discuss strategy with respect to non-union personnel: Contract extension discussion for Fire Chief, and pursuant to G.L. c. 30A § 21 (a) (2) to discuss strategy with respect to non-union personnel: Contract extension discussion for Town Administrator, and not return open session but adjourn directly from Executive Session.*

Upcoming Select Board Meetings: January 7 & 21; February 1- Saturday Operating Budget Meeting

Adjournment: *The Board voted unanimously by roll call to adjourn at*

Documents either distributed to the Select Board before the meeting, in a packet, or at the meeting:

- Warrant 2512 & Facility Project 50
- Memo- J. Sultzbach to S. Wood, RE ARPA Fund Status Update 12.11.24
- Memo- J. Smith Re Donation to Middleton Food Bank 12.3.24
- Talent Bank Application – C. Chianca 10.7.24

Respectfully submitted by

Catherine E. Tinsley

Catherine Tinsley, Recording Secretary

Debbie Carbone, Clerk



Council on Aging
Old Town Hall
38 Maple Street
Middleton, MA. 01949
978-777-4067
www.middletonma.gov

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December 17, 2024

Board of Selectmen
48 South Main Street
Middleton, MA. 01949

Re: Middleton Food Bank Donation

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry, and notify me when the check has been accepted so that it can then be deposited.

Thank you,

Jillian Smith

Jillian Smith
COA Director

A donation has been made payable to the Middleton Food Pantry:

Date: 12/12/24

Name: Bethesda Lodge No 30 I O O F

Donation: \$1,000.00

Check Number 3269

This donor would like to remain anonymous

Yes

xx No



③₃

Council on Aging
Old Town Hall
38 Maple Street
Middleton, MA. 01949
978-777-4067
www.townofmiddleton.org

December 18, 2024

Board of Selectmen
48 South Main Street
Middleton, MA. 01949

Re: Middleton Food Pantry Donation

Please add the following donation to your agenda for acceptance by the Board of Selectmen for the Middleton Food Pantry and notify me when the check has been accepted so that it can then be deposited.

Thank you,

Jillian Smith

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Jillian Smith
COA Director

A Donation has been made payable to the Middleton Food Pantry:

Date: 12/2/24 Check # 15069212

Name **Jeff & Carol Curvey Foundation**

Donation: \$1,000.00 Check From: Fidelity Charitable Bank

This donor would like to remain anonymous No XX



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Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

INITIAL COMPLIANCE CERTIFICATION

Town of Middleton
Fuller Meadow School
MSBA Project No. 202401840003

This Initial Compliance Certification must be completed by all Eligible Applicants who have submitted a Statement of Interest to the Massachusetts School Building Authority (the "MSBA") and have been invited to participate in the MSBA's Accelerated Repair Program. The MSBA will not consider a district to be eligible for a school building grant until the district has properly submitted an Initial Compliance Certification in the form and manner prescribed by the MSBA. Each District shall exercise due diligence in ascertaining and certifying the truth, completeness, and accuracy of each of the following statements, acknowledgements, agreements, and representations. The Eligible Applicant shall also have a continuing duty throughout a Proposed or Approved Project to inform the MSBA in writing when it becomes aware of information that impairs the truth, completeness, or accuracy of any of the following statements, acknowledgements, agreements, or representations. The MSBA's reference to certain regulations, policies, procedures, guidelines, and standards, or portions thereof, in this Initial Compliance Certification shall not be construed in any way as a waiver of any other regulations, policies, procedures, guidelines, or standards and the MSBA's reference to a portion of a regulation, policy, guideline, or standard shall not be construed as a waiver of the remainder.

Unless otherwise specified, all capitalized terms shall have the meanings ascribed to such terms in M.G.L. c. 70B or 963 CMR 2.00 et seq.

1. The Town of Middleton ("District") hereby certifies that it shall remain in compliance with the provisions of (a) M.G.L. c. 70B, (b) chapter 208 of the Acts of 2004, (c) 963 CMR 2.00 *et seq.*, and (d) all other applicable statutes, rules, policies, procedures, guidelines, and standards of the MSBA, including, without limitation, the rules of the MSBA's Accelerated Repair Program set forth in the attached Exhibit A.
2. The District hereby acknowledges and agrees that the Accelerated Repair Program is a discretionary program based on need, as determined by the MSBA. The District hereby further acknowledges and agrees that it shall have no entitlement to receive approval or funding for a proposed Accelerated Repair project or any other purpose except at the sole discretion of the MSBA.
3. The District hereby acknowledges and agrees that the eligible scope of Projects funded through the Accelerated Repair Program shall be determined by the MSBA.



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4. The District hereby acknowledges and agrees that the MSBA will not award any incentive reimbursement points for Accelerated Repair Projects, and the reimbursement rate for any Accelerated Repair Projects approved by the MSBA will be the District's base reimbursement rate as determined by M.G.L. c. 70B § 10.
5. The District hereby acknowledges and agrees that it has demonstrated and shall continue to demonstrate a commitment to maintaining its existing educational facilities with the existence of (1) a capital maintenance program, (2) an ongoing financial commitment towards maintenance, and (3) dedicated professional staff to manage and direct the District's participation in the Accelerated Repair Program.
6. The District hereby agrees that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program has been and will remain in use as a public K-12 school facility, serving public school students, for the useful life of any repair project in which the MSBA may participate.
7. The District hereby certifies that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program (a) is structurally, functionally, and educationally sound, except of the condition of its roof and/or windows, to the extent noted in the Statement of Interest, (b) that no other known deficiencies exist in addition to those identified in the Statement of Interest, and (c) that all other building systems are operational, safe, and adequate for the delivery of the required educational program, or that, if there are other conditions that may impair the structural, functional, and educational integrity of the school building, the District has notified the MSBA in writing prior to the execution of this Initial Compliance Certification and such written notification is attached hereto.
8. The District hereby certifies that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program has sufficient space to deliver the District's required educational program.
9. The District hereby agrees to comply with M.G.L. c. 70B and 963 CMR 2.00 *et seq.* and work in collaboration with the MSBA in all phases of the process, including: (a) identifying perceived deficiencies with school buildings, (b) validating those deficiencies, (c) identifying educationally and financially sound solutions to validated deficiencies, (d) agreeing on a project scope(s) and budget(s), (e) implementing a solution(s) as agreed upon, and (f) the final project audit(s) and close-out(s). The District hereby further acknowledges and agrees that, to remain eligible for project approval and potential funding from the MSBA, the District must work with the MSBA through all phases of the MSBA's process including, at



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a minimum, the phases described above, to the satisfaction of the MSBA. The District hereby further acknowledges and agrees that any actions taken, costs incurred or agreements entered into for the repair of school facilities without the explicit prior written approval of the MSBA shall not be eligible for grant funding.

10. The District hereby acknowledges and agrees that it will comply with the MSBA's Accelerated Repair Program consultant assignment policy and use the MSBA's pre-qualified owner's project managers and designers that were procured by the MSBA for the Accelerated Repair Program and will be assigned to each Accelerated Repair Project by the MSBA. The District further agrees to use the MSBA's standard Accelerated Repair Program contracts for owner's project manager services and designer services.
11. The District acknowledges and agrees that, within 14 months of the date upon which the Board of Directors votes to invite the District to participate in the Accelerated Repair Program, the District will fulfill every obligation that is required by the District for the MSBA Board of Directors to consider the District's Proposed Project for Approval. If the District fails to fulfill these obligations within that 14 month period, the MSBA may, in its sole discretion, extend the period by a further two months. However, if the District fails to fulfill the obligations the MSBA may, in its sole discretion, remove the District from the Accelerated Repair Program.
12. The District hereby certifies, and can demonstrate, that it has expended at least the minimum amount of the District's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses and extraordinary maintenance allotment as defined in M.G.L. c. 70 and as required by the provisions of M.G.L. c. 70B, § 8 and 963 CMR 2.03(4), and hereby further acknowledges and agrees that the MSBA may not approve any project for any school district that fails to meet such minimum maintenance expenditure requirements.
13. The District hereby certifies that the perceived deficiencies, as set forth in the Statement of Interest submitted to the MSBA for the school facility, are not the result of negligence; are not under warranty with material suppliers or installers; are not the subject of, nor could be the subject of, ongoing litigation by the District; are not the result of lack of adequate routine or capital maintenance by the District; and, are not covered by available insurance proceeds.
14. The District hereby acknowledges and agrees that, before the MSBA can grant final approval of a Project, the District must vote to authorize and appropriate the full amount of funding for the potential project that is necessary to meet the total project budget for the Accelerated Repair project, as agreed to by the MSBA and as described in 963 CMR 2.10(1) and shall use any standard language established or



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developed by the MSBA to draft local warrant articles, motions, orders, votes, and ballot questions related to the funding for the proposed Accelerated Repair projects.

15. The District hereby acknowledges and agrees that, in connection with a proposed Accelerated Repair project or an Approved Project that is part of the Accelerated Repair Program, it shall use any standard forms, standard formats for local votes and approvals, standard contract documents, and any standard contract language and clauses that may be established or developed by the MSBA and as may be amended by the MSBA from time to time.
16. The District hereby acknowledges and agrees that it shall submit to the MSBA, and comply with the terms of, any certifications, statements, forms, and affidavits that the MSBA may require for a proposed Accelerated Repair project or an Approved Project that is part of the Accelerated Repair Program, and that any such certifications, statements, forms, and affidavits shall be prepared, executed, and submitted in a form and manner prescribed by or otherwise acceptable to the MSBA.
17. The District hereby acknowledges and agrees that no Total Facilities Grant, or any portion thereof, shall be disbursed by the MSBA for a proposed Accelerated Repair project or Approved Project that is part of the Accelerated Repair Program until after a Project Funding Agreement has been fully executed by duly authorized representatives of both the District and the MSBA.
18. The District hereby acknowledges and agrees that it may make monthly requests for reimbursement to the MSBA for an Approved Project, but it shall not make any requests for reimbursement that total less than \$50,000. If the total value of a request for reimbursement is less than \$50,000, the District hereby agrees that it shall hold that request until such time as it can meet the \$50,000 threshold.
19. The District hereby certifies that it has provided or will provide the MSBA with all audit materials requested by the MSBA in connection with any Assisted Facility including, but not limited to, Prior Grant Projects, Waiting List Projects, and any other school building projects for which the District has received or will receive funding from the MSBA. The District hereby further acknowledges and agrees that it shall continue to cooperate with the MSBA and provide any additional documentation or information that may be requested by the MSBA in connection with any Assisted Facility.
20. The District hereby certifies that the school building for which it has submitted a Statement of Interest for consideration under the Accelerated Repair Program is not a school that has been the site of an approved school project pursuant to M.G.L. c.



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70B or chapter 645 of the Acts of 1948 within the ten (10) years prior to the submission of the Statement of Interest, respectively, or that the proposed Accelerated Repair project would be unrelated to such previously approved project in the same school building. The District acknowledges and agrees that only the MSBA in its sole discretion shall make the final determination as to whether a proposed Accelerated Repair project is unrelated to a previously approved project in the same school building and that any such determination shall be in writing.

21. The District hereby certifies that prior to submitting its Statement of Interest for the school that is the subject of the proposed Accelerated Repair project, it has not sold, leased, closed, or otherwise removed from service any school building or facility, or portion thereof, within the last ten (10) years, or that, if it has done so, the District has notified the MSBA in writing and the MSBA has determined in writing, pursuant to M.G.L. c. 70B, § 15(c): (1) that the grant sought by the District is not for the purpose of replacing such schoolhouse, or (2) that the need for the proposed Accelerated Repair project could not have been reasonably anticipated at the time that such schoolhouse was sold, leased, or otherwise removed from service. Further, the District acknowledges and agrees that the MSBA in its sole discretion shall make the final determination about whether a proposed Accelerated Repair project or Approved Project replaces a school facility that was sold, leased, closed, or otherwise removed from service.
22. The District hereby acknowledges and agrees that, if it sells, leases, closes, or otherwise removes from service an Assisted Facility, or portion thereof, that the MSBA may stop making grant payments associated with the Assisted Facility, may recapture the financial assistance that the Assisted Facility has received from the MSBA, and may decline to approve any future grants.
23. The District hereby acknowledges and agrees that throughout the planning and construction of an Approved Project, if such final approval is received from the MSBA, the District shall follow procedures and practices satisfactory to the MSBA such as will assure maximum attention to the operating and capital cost effects of program and design decisions, materials and systems selections.
24. The District hereby certifies that it is current on any payments that it may owe to the MSBA and does not have any outstanding amounts past due to the MSBA.
25. The District hereby certifies that it is unaware of any lawsuit pending against the MSBA to which the District is a party and further certifies that it is unaware of any other lawsuits pending against either the District or the MSBA in relation to the District's Statement(s) of Interest, proposed Accelerated Repair project, or any Approved Project.



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26. The District hereby certifies that it has specifically read the provisions of 963 CMR 2.03 (3)(a)-(v) and certifies that it has met or will meet each of the requirements described therein and further acknowledges and agrees that the District's failure to comply with each requirement, as determined by the MSBA, may result in the MSBA rescinding its Total Facilities Grant or the suspension, termination, or recoupment of reimbursement payments made by the MSBA to the District.
27. The District hereby certifies that it has a school specific Multi-Hazard Evacuation Plan for each school under the superintendent's supervision and is in compliance with Section 363 of Chapter 159 of the Acts of 2000.
28. The District hereby acknowledges and agrees that if the District and the MSBA execute a Project Funding Agreement, the District shall promptly develop, implement and actively pursue a fraud, waste, and abuse detection and prevention program in connection with any proposed Accelerated Repair project or Approved Project that is part of the Accelerated Repair Program, if any, and develop written procedures to detect and prevent fraud, waste and abuse.
29. The District hereby certifies that the Eligible Applicant or its designee who will be in charge of the procurement for any proposed Accelerated Repair project or any Approved Project that is part of the Accelerated Repair Program is designated as a Massachusetts Certified Public Purchasing Official ("MCPPO") for design and construction contracting in the MCPPO Program as administered by the Inspector General of the Commonwealth of Massachusetts.
30. The District hereby acknowledges and agrees that any Approved Project that is part of the Accelerated Repair Program for which the District is seeking partial funding from the MSBA shall materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program.
31. The District hereby certifies that it has read and understands the provisions of 963 CMR 2.03(5) and acknowledges and agrees that if the MSBA determines that any false or intentionally misleading information or documentation is submitted to the MSBA by or on behalf of the District either in relation to this Initial Compliance Certification or in support of any effort to influence any action by the MSBA or if the District or its agents do any other act affecting the integrity of the MSBA's Program, the MSBA may permanently revoke any and all grant payments due to the District; may recover any previous payments made to the District; and, may prohibit the District from receiving a Total Facilities Grant for a period of time to be determined by the MSBA.



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

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Executive Director / Deputy CEO

32. The District hereby acknowledges and agrees that the MSBA shall have free access to, and open communication with, any Owner's Project Manager hired by and/or assigned to Projects under the Accelerated Repair Program by the District and that the MSBA shall have full and complete access to all information and documentation relating to the Projects to the same extent that the District has such access. The District agrees that it shall require any such Owner's Project Manager to fully cooperate with the MSBA in all matters related to the Projects; to promptly communicate, transmit, and/or make available for inspection and copying any and all information and documentation requested by the MSBA; to fully, accurately and promptly complete all forms and writings requested by the MSBA; and to give complete, accurate, and prompt responses to any and all questions, inquiries and requests for information posed by the MSBA. The District agrees that it shall not in any way, directly or indirectly, limit, obstruct, censor, hinder or otherwise interfere with the free flow of communication and information between the Owner's Project Manager and the MSBA in all matters related to the Project and as provided herein; that it shall not suffer the same to occur by the act or omission of any other person or entity; and that it shall not retaliate against the Owner's Project Manager for communicating information to the MSBA as provided herein. The District agrees to execute, deliver and/or communicate to the Owner's Project Manager any and all authorizations, approvals, waivers, agreements, directives, and actions that are necessary to fulfill its obligations under this paragraph. The District further agrees that the MSBA shall bear no liability whatsoever arising out of the MSBA's knowledge or receipt of information communicated to the MSBA by the Owner's Project Manager and that the District shall remain responsible for the management and completion of the Projects.
33. The District has exercised due diligence in ascertaining and certifying the truth, completeness, and accuracy of each of the statements, acknowledgements, agreements and representations contained in this Initial Compliance Certification
34. The District hereby acknowledges and agrees that the MSBA reserves the right to modify and supplement the Initial Compliance Certification form at any time and may require the District to complete a revised Initial Compliance Certification.

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

By:
Title: Chief Executive Officer



Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

By:
Title: Superintendent of Schools
Date:

By signing this Initial Compliance Certification, I hereby certify that I have read and understand the terms of this Initial Compliance Certification and further certify on behalf of the Eligible Applicant that each of the above statements is true, complete and accurate.

By:
Title: Chair of the School Committee
Date:

Masconomet Capital Planning Update

13 November 2024

DCI Subcommittee & Masco Administration

Matthew Alexander	Dr. Michael Harvey
Christine Bolzan	Jeff Sands
Trevor Currier	
Bill Hodges	



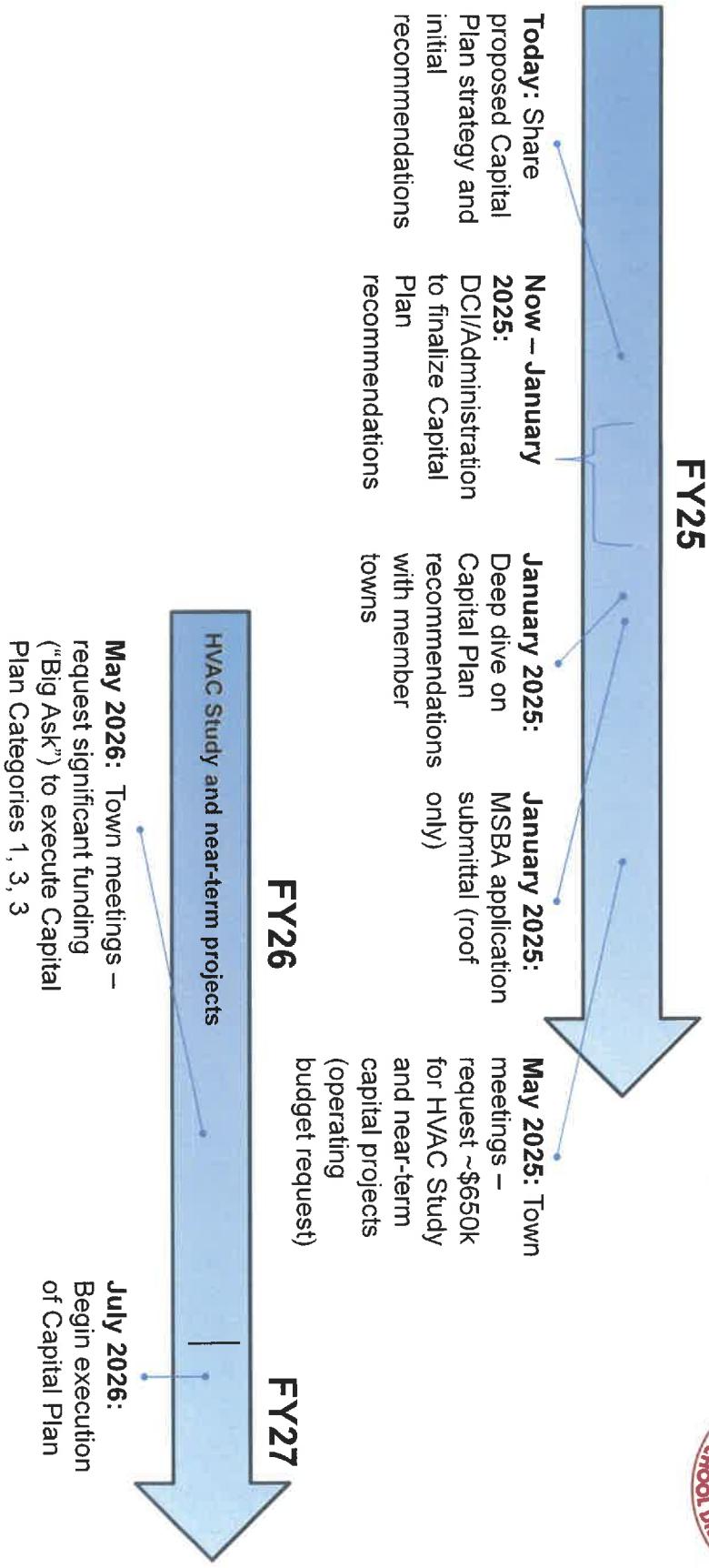
Introduction

- Masco school committee DCI* subcommittee has worked with Masco administration to understand and prepare for extensive capital projects
 - Category 1: Roof, HVAC, Building Management System (BMS)
 - Category 2: Turf fields
 - Category 3: All other projects
- *Big Picture Strategy* developed and supported by DCI and Administration. Final recommendations being prepared for “budget season” (starts January 2025)
- Core tenets of the current Capital Plan Strategy *recommendation* include:
 - Request for \$650k in May 2025 (consistent with last year’s plan) to execute HVAC study and near-term capital projects in FY26 (part of district’s operating budget request)
 - One “Big ask” in May 2026 for Categories 1, 2, and a subset of 3
 - Single field / stadium as currently designed



*District Capital Improvement

Key Dates



Category 1 Summary

- Roof, HVAC and BMS



ROOF

- Full roof replacement cost estimate updated by Gail Associates in October 2024

HVAC & BMS

- \$8.065M – Assumed PoP*: May 2025 – Oct 2025
- \$9.203M – Assumed PoP: May 2026 – fall 2029
- DCI & Admin consensus is to request funding to perform HVAC Study in H1FY26
- In addition to estimating costs, study would also explore HVAC and BMS options (e.g., geo-thermal)
- Study cost estimates needed by January 2025 to include into budget recommendation for FY26 as part of \$650k
- Initial estimate received; however, additional details requested by administration
- Plan to submit MSBA application (roof only) as part of January 2025 biennial opening – will know results prior to “Big Ask” in April 2026

*Period of Performance

Category 2 Summary

- Fields / Stadium

- DCI and Administration considered three options:

Option	Description	Pros	Cons
1	Execute on current plan: 2 fields	<ul style="list-style-type: none"> Maximizes fields 	<ul style="list-style-type: none"> Expensive (~\$18M) Conservation challenges
2	Execute only on currently designed stadium field: 1 field	<ul style="list-style-type: none"> Gets Masco/community new stadium & field Reduces costs (~\$12M) 	<ul style="list-style-type: none"> Eliminates one field Does not examine other prospective cost reductions
3	Design new "value engineered" stadium	<ul style="list-style-type: none"> Potential for reduced cost (\$ unknown) 	<ul style="list-style-type: none"> Likely gets Masco/community less than they originally envisioned Unknown cost reduction Would require additional funding to redo design (est. \$200k-\$300k)

- DCI recommends Option 2; reasons:

- Don't believe a new proposal will save much money
- It will be difficult to go back to the towns for more design funding
- It may not get us the solution Masco and the community want



Category 3 Summary

- All Other Projects

- Category 3 includes all other Capital Projects
- Cannot feasibly execute all projects concurrently (cost, staff bandwidth); therefore, DCI and administration established criteria for prioritizing projects:

Priority 1	Priority 2
<ul style="list-style-type: none">• Safety – Corrective Measures• Compliance with the Law (e.g., ADA, Title IX)• Critical Maintenance• Immediate measures needed to keep our schools open and all programming functioning	<ul style="list-style-type: none">• Safety – Preventative Measures• Preventative Maintenance• Cosmetic Maintenance• Measures need to enhance our schools and programming

- Category 3 still under review by DCI and administration, but good progress has been made
 - List of all Category 3 projects being discussed and assigned priorities
- Essential high school and middle school elevator modernization projects expected to be included in the \$650k request for FY26 in operating budget
 - Not performing these modernization projects would soon result in an inability to procure parts. If this happens, upon failure a wholesale replacement would be required shutting down elevator service for an extended period. This was deemed 'not an option' by the DCI and Administration



Category 3 Summary, con't

- All Other Projects
 - Most Priority 1s would be executed in FY27 after April 2026 "Big Ask"
 - Depending on cost of HVAC Study and Elevator Modernizations, along with feasibility of getting quotes by January 2025, it's possible additional minor projects could be included in the \$650k ask for FY26
 - Example Priority 1s

Project	Prioritization Reason
Elevator Modernization (HS & MS)	Critical maintenance, functional programs
Bunker Stadium accessibility, track	Law, safety, critical maintenance, functional programs
Press box lift	Law, safety
Softball fields	Law (Title IX), functional programs
Audio systems	Safety
Lightning Protection System	Safety / Critical maintenance
Exterior lights control panels	Safety / Critical maintenance
Chromebooks & Classroom Projectors	Functioning programs
Waste Water Treatment Facility Repairs	Critical maintenance, functional programs
...	...



Other Noteworthy Recommendations & Notes



- Press box roof access (e.g., for coaches) not recommended as a Priority 1 at this time – alternative solutions may be considered as stop-gap but will not be examined by DCI or Administration until current Capital Planning is complete
- DCI and administration deliberated on Cell Phone Amplification System - deemed Priority 1 (Safety)
 - Safety issue currently mitigated for normal Masco operations since 2-way radios are sufficient and effective enough
 - Could be considered safety issue since facilities are used by non-Masco people (i.e., general public) who do not have access to 2-way radios
 - *Recommend pushing this topic to full school committee since cell phone amplification system has lots of other facets (e.g., student internet access)*
- DCI and administration deliberated on Press Box Lift – considered recommending use of Stabilization Fund to repair prior to start of 25/26 school year.
 - Updated quotes received for Press Box Lift replacement (\$111k). If the committee would like the Press Box Lift fully operational by the start of next school year, funds must be made available by April 2025 due to lead times and installation timeline
- *Delayed discussion of whether "addressing ADA non-compliances" is an appropriate use of stabilization funds for a full SC meeting*



Flint Public Library

Middleton, Massachusetts



Conditions Assessment

Flint Public Library

Middleton, Massachusetts

Conditions Assessment

Prepared For

Town of Middleton

48 South Street

Middleton, MA 01949

Prepared By

Building Conservation Associates, Inc.

10 Langley Road, Suite 202

Newton Centre, MA 02459

INTRODUCTION

Building Conservation Associates, Inc. (BCA) was hired by the Town of Middleton to conduct a conditions assessment of the Flint Public Library. Two site visits were conducted in August and September 2024 to tour the buildings, take photographs and note the materials and conditions. Loretta Swift Johnson, Flint Public Library Director and Justin Sultzback, Middleton Town Administrator met with Lisa Howe on site in August. Documents related to the 2006 addition were reviewed, and Loretta gave a tour of the leaks, cracks and concerns observed around the building. BCA conducted a follow up visit in September to complete a more in depth review of the conditions.

The original library building was constructed in 1891, designed by architects Loring and Phipps, and built by contractors Smith and Meany. The building was designed in the Romanesque Revival style and constructed of brick walls with sandstone trim, a terra cotta block base, granite foundation, and a slate roof with copper flashings, gutters and downspouts. Stained glass windows were installed in the openings on the main façade. The front elevation is accented with a square tower that houses an operational original weight-driven Howard clock. Interior intact features include decorative woodwork and bookcases, large arches spanning the entrance, and wood bookcases in the balcony.

A large expansion, renovation and restoration project was undertaken in 2006. It included the construction of a large addition to the rear, or south, of the original building. The building was designed by Durland Van Voorhis Architects using design elements and materials to emulate the original building, including the use of brick jack arches over the windows and a large cast stone arch at the west entrance. The materials used were very good quality, including a slate roof with copper gutters and downspouts.

The work in 2006 also incorporated restoration work on the original building that included repointing the tower and east gable 100%, selective repointing on the rest of the building, and slate roof repairs.

The library is listed individually in the National Register of Historic Places (6/14/2002), listed as a Historic Resource within the Middleton Square – South Main Street (MDL.A) and Lake Street – Will's Hill (MDL.B). When the building was listed in the NRHP 2002, the addition had not been built.

EXISTING CONDITIONS

1891 Building

Exterior

Red brick walls

In general, the brick is in very good condition. Some of the mortar used to repoint selective areas is not the best color or texture match to the original mortar, but it all seems to be performing well. There are some step cracks that run through the brick and in some cases the sandstone on the east and north (Fig. 1) elevations. These cracks indicate past or ongoing movement, and they should be monitored to determine if they are still moving. The shifting opened the mortar joints around the step crack, allowing water infiltration at the open joints. Ongoing water infiltration will accelerate the deterioration of the

mortar and surrounding bricks. The movement and step cracks on the east elevation could be related to the excavation for the new addition in 2006.

The flashing around the chimney on the southeast roof slope is in poor condition and could be resulting in the leaks observed on the attic stair wall and roof framing. (Fig. 2)

Nova Scotia Sandstone

Nova Scotia Sandstone from the Wallace quarries was used for the beltcourses, arch over the main door, cornice, inscription panel and eave. The stone has been coated using a film forming material. It appears to be a non-breathable coating which is leading to it peeling from the stone in sheets. Moisture from the stone tries to evaporate through the exterior surface. When a non-breathable coating is applied, it creates a barrier to the moisture evaporation. The water and moisture build up below the surface of the coating and eventually causes the coating to bubble and peel. It is most evident at the gable stones and the beltcourses. (Figs. 3-4) The peeling will continue as the coating ages. It is not good practice to have a non-breathable coating on stone. It inhibits the natural movement of moisture through the stone and may cause the stone to deteriorate under the coating due to trapped water vapor in the stone pores. The trapped water can freeze in the winter and spall the surface of the stone. The coating is significantly lighter in color than the underlying sandstone, changing the appearance of the building quite dramatically.

Rusticated Base

The base of the building, from the ground to the first floor window sill height, is red rusticated block. At a glance, it looks like stone. The National Register nomination form identifies the building base as "rusticated brownstone ashlar". The material is actually a manufactured product, not natural stone. It could either be fired clay terra cotta or pressed cement blocks. Both products were manufactured during the time period of the building's construction and would have been a less expensive material than cut stone. The material composition is visible at the basement entry where the blocks were cut around the new basement door opening. Sand and aggregate within a matrix are a clear indication that it is a man-made product. (Fig. 5) There are also duplicate patterns visible when one looks closely. (Fig. 6) The material is in excellent condition and is not experiencing any deterioration, other than some step cracks that are contained within the mortar joints. (Fig. 7) The blocks themselves are not eroding, spalling or deteriorating.

Granite rubble foundation

The granite rubble foundation was intended to be below grade and only exposed on the interior basement walls. The rubble foundation is now exposed on the east elevation where the grade was lowered in 2006 to introduce a basement door. The rubble wall was repointed and appears to be in good condition (Fig. 8).

Slate Roof and Copper Flashings

The slate roof appears to be the original slate from 1890. The slate shingles are in good condition. Based on the condition of the slate, and its non-fading black color, it is most likely from Monson, Maine. Slate quarries in Monson were fully operational from the 1870s through the 1940s and supplied most of the good quality black slate found throughout New England. This slate can last for 200 years and if

maintained properly it could have another 50 years of useful life. Aside from a few missing, loose and slipped slate, the roof is in good condition. (Fig. 9)

All of the slate roofs have a small percentage of broken, missing or loose tiles. This is typical of slate roofs and the percentage of breakage is well within the acceptable range to be considered a maintenance issue, versus a replacement issue. The tiles are stone and are brittle and can break or crack due to the impact of snow from higher roofs, uplift caused by wind or uplift caused by ice dams.

The copper flashings and gutters have a 30-50 year life span and typically require replacement before the slate roofing materials. Water runoff wears holes in the gutters and the flashing, which often directs water to the interior of the masonry walls or wood trim. These elements are in varying conditions around the building, from good to poor. Some have been replaced as they have worn out, others are nearing the end of their lifespan and require replacement in the near future. The copper hip flashing was called for replacement in 2006 documents, but it looks like it was not replaced. The step flashing around the north gable, tower and chimneys appears to be in very good condition, indicating that it may have been replaced in 2006. (Fig. 10) It is unclear what the age of the gutters and downspouts are, but they appear to be functioning properly and not exhibiting signs of wear.

Windows and Doors

The original wood windows are intact and appear to be in good condition. (Fig. 11) There are stained glass windows in the two north openings. Aluminum storm windows were installed over the wood windows and the stained glass windows, possibly as part of the 2006 work. They help to protect the original wood and stained glass windows and appear to be functioning properly. The presence of the storm windows made review of the wood trim and exterior surface of the windows difficult. (Fig. 12) The wood windows appear to be in good condition, except as noted below. There was no obvious bowing or sagging of the lead observed at the stained glass windows. (Fig. 13)

The attic wood window on the north elevation is in poor condition, with significant deterioration of the bottom rail. (Fig. 14) The wood trim around the stained glass window on the north elevation, first floor, is in poor condition with deterioration of the trim around the stained glass. (See Fig. 12)

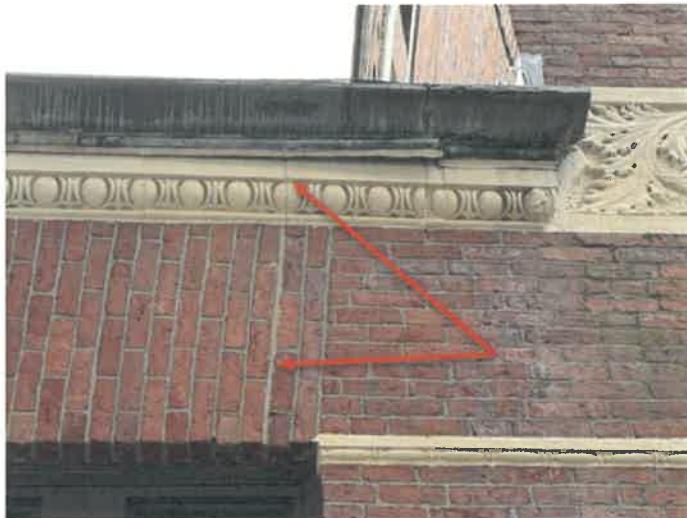


Fig. 1. Step crack through brick joints and sandstone trim.



Fig. 2. Flashing around southeast chimney could be causing leaks below.



Fig. 3. Paint coating peeling from sandstone trim at gable.



Fig. 4. Paint peeling from sandstone trim at beltcourse.



Fig. 5. Cut rusticated base showing clay or cement and aggregate matrix.



Fig. 6. Rusticated base showing duplicate cast patterns.



Fig. 7. Step crack through mortar joints. Red lines show locations of open or cracked joints.



Fig. 8. Exposed granite rubble foundation wall on east elevation.



Fig. 9. Slate roof around west chimney showing loose and missing slate.

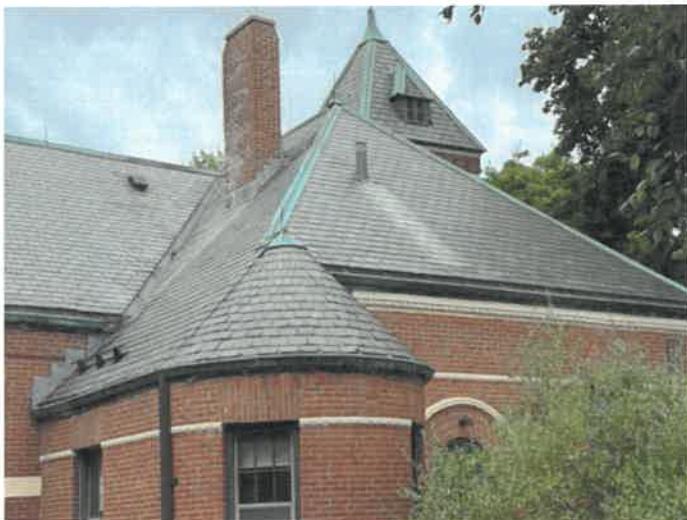


Fig. 10. Copper gutters, downspouts, valleys and hips.

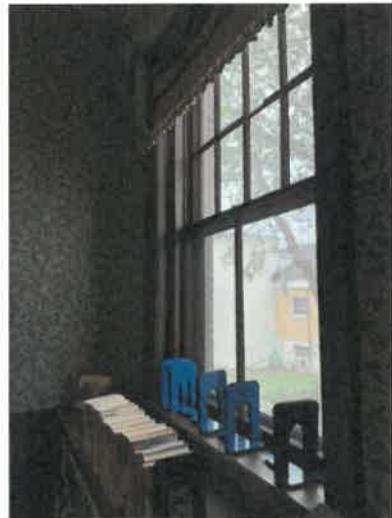


Fig. 11. Original double hung wood window.



Fig. 12. Wood window trim is in poor condition, especially at the base of the mullions. Note storm windows on exterior.



Fig. 13. Stained glass window in parlor.

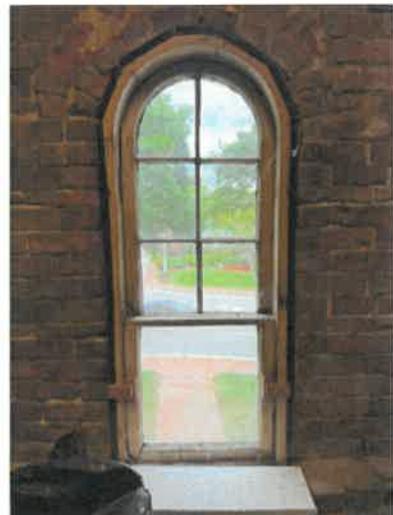


Fig. 14. Double hung wood window in attic in poor condition.

Interior

The interior of the building contains much of the original finishes, including strip wood floors, wood wainscot, wood molding and trim, wood bookcases and stairs to the balcony. (Figs. 15-16) The finishes have been well maintained and are in good condition overall.

There is evidence of water infiltration around the ceiling lights on the balcony level. (Fig. 17) The ceiling around the fixtures is water stained. It was not possible to view the area above the water stains from the attic due to spray foam insulation and mechanical equipment in the location of the light fixtures. There is no obvious breach in the roof above the light fixtures that would indicate a roof leak. The water or moisture may be related to the mechanical equipment or plumbing lines in the attic.

There is a wide gap between the floorboards near the window openings on the north and south walls of the balcony. This gap indicates past or present movement of the wall outward. (Fig. 18)

A small crack in the plaster at the central arch over the reading room area was observed. (Fig. 19) This is a large expanse of wall surface. The crack could be caused by seasonal expansion and contraction, or it could be indicative of ongoing structural movement. Due to the small size of the crack, seasonal movement is more likely the cause.

There is a water leak along stair wall to the attic that leaves a small pool of water on the stairs during rainstorms. The leak is located on the wall that abuts the chimney and is most likely related to the chimney flashing. (Figs. 20-21 interior; Fig. 2 exterior)

The attic roof and roof framing members were spray foamed, probably as part of the 2006 work. The spray foam makes it difficult to see if or where there is water infiltration. The area of the attic that is over the balcony was not visible, so it is unclear if the water infiltration around the lights is from the roof, or from mechanical or plumbing pipes. (Figs. 22-23)

There are exposed brick and rubble stone walls in some areas of the basement. There are small areas of minor mortar deterioration, but the walls are mostly intact and do not require any immediate attention. (Fig. 24)

There are some dark mortar stains in the rubble stone walls that are likely caused by minerals leaching from the soil. This is a typical condition in below grade walls and is not a concern, unless increased water infiltration is observed at these locations in the future. (Fig. 25)



Fig. 15. Interior looking north.

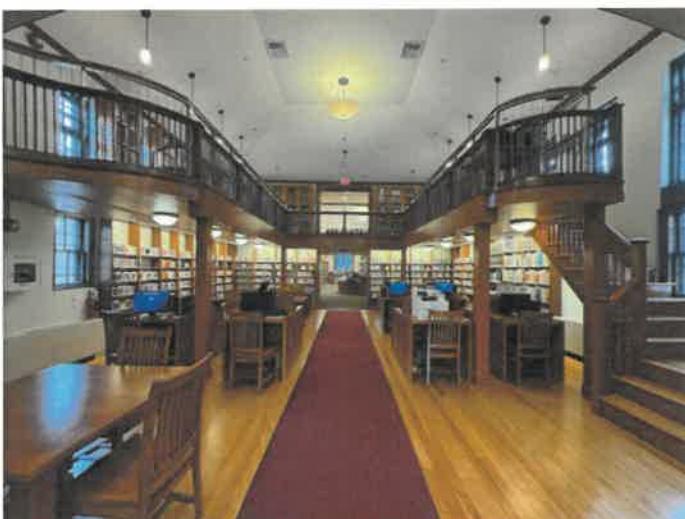


Fig. 16. Interior looking south.

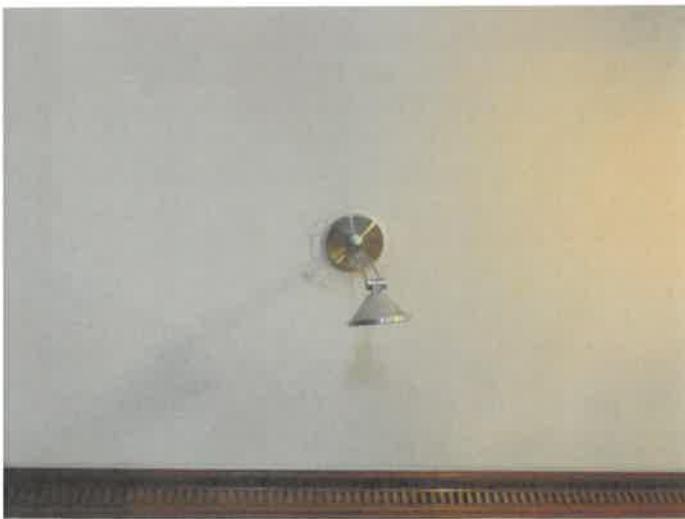


Fig. 17. Water staining around light fixtures in balcony.



Fig. 18. Wide gap between floor boards along east and west walls in balcony.



Fig. 19. Small crack in plaster over arch.



Fig. 20. Location of water infiltration.



Fig. 21. Location of water infiltration at attic stairs.



Fig. 22. Spray foam insulation installed at underside of roof.



Fig. 23. Attic area above balcony light fixtures, inaccessible for leak investigation.



Fig. 24. Basement walls – brick and rubble stone.



Fig. 25. Dark staining at mortar joints, possible mineral leaching from soil.

2006 Addition

Exterior

Brick

Red brick was used for the walls of the addition with jack arches built over the windows to replicate the detail of the original building. The brick and mortar joints are in good condition overall.

There is some dark soiling to the left and right of the south entrance. Water runoff from the gable capstones is depositing atmospheric soiling on the corners of the entrance. This is unsightly and is causing deterioration of the mortar joints due to ongoing saturation of the brick. (Fig. 26)

Cast Stone

Cast stone was used for the rusticated base, beltcourses and gable stones. A large arch with an inscription panel above creates the south entrance. This entrance is accessible and off of the parking lot. The color of the cast stone is more yellow than the sandstone on the original building. Either the cast stone was colored to replicate the coated sandstone, or the sandstone was coated to match the cast stone on the addition. Through wall flashing was installed under the gable stones to provide an additional layer of protection to the underlying brick walls. (Fig. 27) While the installation of through wall flashing protects the brick wall from water saturation through the cap, the gable cap stones are flat on the top. In heavy rains, water runs down the gable slope and down the face of the brick surrounding the entrance.

There are some open or missing mortar joints, especially at the projecting belt course (Fig. 28), in the rusticated base, and at the large entrance arch (Fig. 29). There are isolated cracks through cast stone units. (Fig. 30) This tends to occur on long walls and is most likely due to expansion and contraction of the materials over time, and not indicative of ongoing settlement or movement of the walls.

Sealant was used at the control joints in the base. The sealant is starting to dry up, shrink and pull away from the cast stone. (Figs. 31-32) Sealant typically requires removal and reinstallation every 20-25 years. The sealant installed in 2006 is nearing the end of its lifespan.

The capstones on the stairwell walls that lead up to the flat roof on the east end of the addition are shifting. The capstones do not appear to be pinned in place and are shifting out of plane due to water infiltration and lifting due to freeze/thaw action on the saturated bed mortar joints. Fortunately, through wall flashing was installed between the brick wall and the capstones so that the brick wall is protected. The mortar joints between the capstones are failing and the bed joints are getting saturated and failing, leading to the shifting of the capstones out of plane with the wall and biological growth in the mortar joints. (Figs. 33-35)

Slate Roof and Flashings

The roof is non fading black slate with copper hips, valleys, gutters and downspouts. The slate and associated flashings are in good condition. Although documentation could not be found, the slate appears to be North Country Unfading Black from a quarry in Quebec, Canada. If that is the case, it has a life expectancy of at least 150 years. There are some missing and loose slate that require repairs. (Fig. 36)

The gutters and downspouts are in good condition, with one exception. There appears to be a broken solder seam at a gutter on the west elevation. The open gutter seam is causing water to run down the face of the masonry, saturating it and leaving copper stains. (Fig. 37) Copper elements have a life span of 30-40 years for valleys, gutters and downspouts (they experience more wear from running water), and 50-75 years for hip flashings.

Membrane Roof and Flashing

The membrane roof over the eastern end of the children's library appears to be in good condition. If it is the roof that was installed in 2006, it likely has another 15 years of life remaining before it needs to be replaced. There have been ongoing issues with the counterflashing from the roof to the brick wall. This is the location of the water staining on the drop ceiling tiles below. (Fig. 38)

Interior

Water leaks have stained the drop ceiling in the children's library, directly below the exterior wall and flat roof flashing above. (Fig. 39)



Fig. 26. Dark soiling from gable runoff.



Fig. 27. Cast stone gable with through wall flashing between cast stone and brick.



Fig. 28. Open mortar joints at the belt course and base.



Fig. 29. Open mortar joints in arch.



Fig. 30. Isolated cracks in cast stone.



Fig. 31. Sealant material at expansion joints dried and shrinking.



Fig. 32. Sealant material at expansion joints dried and shrinking.

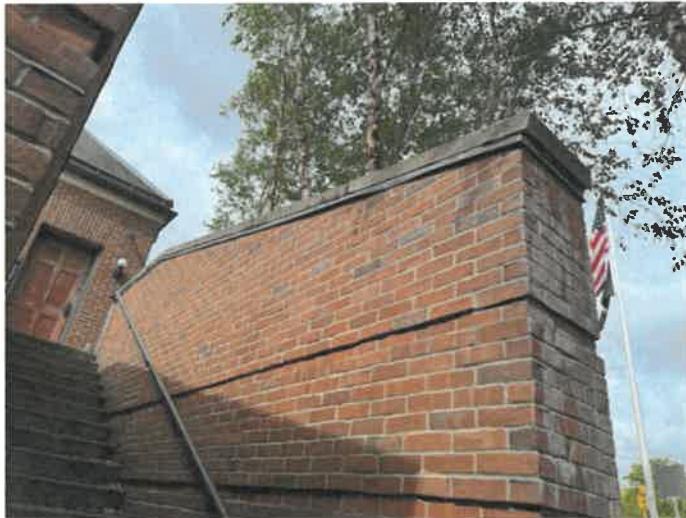


Fig. 33. Capstones at east stairs are shifting.



Fig. 34. Gaps at joints between shifting capstones.



Fig. 35. Biological growth at stair capstone joints.



Fig. 36. Missing and loose slate.



Fig. 37. Open seam on copper gutter causing copper staining below.



Fig. 38. Defective flashing above water leaks in Children's Library ceiling tile.



Fig. 39. Water leaks below defective flashing at flat roof above.

TREATMENT RECOMMENDATIONS

1891 Building

Exterior

The exterior is in relatively good condition. With cyclical maintenance including minor, targeted repairs, the envelope should remain sound for another 20-25 years. Open joints should be filled and cracks should be repaired. A review of the building should happen every 5 years to identify minor repairs to be addressed. A comprehensive restoration project including cleaning, repointing, stone repair, and window restoration should be planned for 2045-2050.

There are some cracks in masonry and separation of wood flooring from the sills. These conditions indicate that movement has occurred. Monitoring of these locations to determine if the movement is ongoing, or if the locations are stable, is described below. If monitoring reveals that the cracks are active, engage a structural engineer well versed in historic buildings to determine the source of the movement.

Red brick walls

- When the building is restored, remove poorly matched mortar and repoint using mortar that matches in color, texture and composition.
- Repoint open joints with mortar matching in color, texture, joint profile and composition.
- If the cracks reappear after repointing, monitor cracks with photographs and measurements biannually. Record the crack width in the summer and the winter due to potential seasonal changes in the joint width due to expansion and contraction of materials. Evaluate the measurements over multiple years to see if the crack is getting progressively larger.
- Inspect the flashing at the southeast chimney to determine if there is any breach in the flashing that is allowing water infiltration. Repair any defects and monitor the attic stairwell during and after rainstorms to determine if the flashing repairs addressed the problem.

Nova Scotia Sandstone

- Monitor areas of coating delamination from the sandstone. Remove any bubbled coating that may be trapping water. The areas of delamination will continue to expand and will become increasingly unsightly.
- Plan for the removal of the coating from the sandstone within the next 10 years. The removal of the coating and exposure of the underlying sandstone will reveal a color variation between the existing sandstone and the cast stone used for the addition. BCA recommends accepting this variation and keeping the sandstone uncoated.

Rusticated Base

- Point open joints at step cracks using mortar to match the existing in color, texture, joint profile and composition.

Granite rubble foundation

- No work required at this time. Monitor the condition and include any open joints in future maintenance cycles.

Slate Roof and Copper Flashings

- Enter into a maintenance contract with a roofing contractor to inspect the roofs and replace all cracked and broken slate each spring and fall to ensure that the roof remains weather tight. The contractor would also point out areas that are beginning to wear and that may be of concern in the coming years.
- Repairs would include replacing loose, missing or cracked slate; patch holes in flashing; reattach lifted or bent flashing, gutters or downspouts; reattached any detached downspouts, etc. With these repairs, the roof could last another 50 years.
- Make sure that slate used for repairs and replacement of individual shingles matches the color, texture, thickness, sheen and quality of the original.
- Monitor the condition of the hip flashing that was not replaced in 2006. Have the slate roofing contractor inspect the flashing for pin holes and pits. If the flashing starts developing holes, pits, or tears, it may have to be replaced before the full roof replacement recommended below.
- Assume a full slate and flashing replacement on the original building in 50 years.

Windows and Doors

- Maintain the operation and repairs to the existing windows.
- Maintain the storm windows to ensure that they continue to protect the wood and stained glass windows.
- Restore the attic windows, including wood consolidation, reglazing and scraping and painting.

Interior

The interior finishes are in very good condition and there is no immediate work required.

- Continue current approach to maintaining the interior finishes.
- Develop a way to access the attic above the balcony to determine if the water staining around the light fixture is from a breach in the roof or is the result of a water leak or condensation from the mechanical or plumbing system. Once the sources if found, repair the source and repair the plaster finishes around the light fixtures.
- Monitor the gap between the balcony floor boards to determine if the gap is getting larger, or if it is stable. Document the gap with photographs and measurements biannually. Record the gap width in the summer and the winter due to potential seasonal changes in the gap width due to expansion and contraction of the wood flooring and framing. Evaluate the measurements over multiple years to see if the gap is getting progressively larger. If the gap is progressively expanding, engage a structural engineer well versed in historic buildings to develop a repair for the movement.

2006 Addition

Overall, the addition is in very good condition, except in the few minor observations below.

Exterior

Brick

- Repoint all open joints using mortar to match the surrounding in color, texture, joint profile and composition.
- Clean the dark soiling from the brick and cast stone on either side of the south entrance after water diversion at the gable is installed. Repoint any deteriorated joints at this location.

Cast Stone

- Install a water diverter on the top of the gable stones to keep the water from running down the gable stones and onto the face of the brick at the entrance. The roofing maintenance contractor can construct a diverter for this location.
- Repoint all open mortar joints at the belt course projection and at step cracks in the rusticated base and cornice. Use mortar that matches the surrounding in color, texture, joint profile and composition.
- Patch cracks in cast stone using a cementitious patching material that matches the color and texture of the cast stone.
- If repaired cast stone cracks or open mortar joints reappear after repointing, monitor cracks with photographs and measurements biannually. Record the crack width in the summer and the winter due to potential seasonal changes in the joint width due to expansion and contraction of materials. Evaluate the measurements over multiple years to see if the crack is getting progressively larger. If the cracks are getting progressively wider over time, engage a structural engineer well versed in historic buildings to evaluate the source of the movement.
- Remove the sealant at the control joints and reinstall. Choose a color that matches the surrounding brick or cast stone.
- Remove and reset the east stairwell capstones. Install stainless steel pins in the brick wall below to hold the capstones from moving. Properly flash the pins to ensure there is no water infiltration around the pins, into the wall below.

Slate Roof and Flashings

- Hire a slate roofing company to do annual inspections and minor repairs. They would come in once or twice a year to inspect the roof and perform minor repairs to the slate and flashing. Repairs would include replacing loose, missing, or cracked slate; patch holes in flashing; reattach lifted or bent flashing, gutters or downspouts; reattached any detached downspouts, etc. With these repairs, the slate could last another 150 years and the flashings could last another 25 years.

- Make sure that slate used for repairs and replacement of individual shingles matches the color, texture, thickness, sheen, and quality of the original.
- Repair the solder seam at the west elevation gutter. Inspect and clean out all gutters and downspouts as part of the annual roof maintenance.

Membrane Roof and Flashing

- Monitor the condition of the membrane roof over the eastern and western ends of the building. The roofs will need to be replaced in 10-15 years.
- Replace the counterflashing at where the eastern flat roof meets the brick wall. Make sure that the flashing is properly installed to rectify the ongoing leak to the children's library below.

MAINTENANCE PLAN

Maintenance is defined in this report as cyclical, preventative work that is performed on a scheduled and routine basis. The benefit of a cyclical maintenance program is to inspect the building regularly and methodically so that small issues are caught before they cause widespread damage. For instance, a pin hole in a piece of copper flashing, if left unrepaired, would allow water to saturate the masonry wall and wood framing below. Left for any period of time, the repeated saturation of the masonry and wood would start to spall the stone and the interior plaster wall would start to delaminate. It then becomes a major restoration project to repoint the masonry, repair the spalled stone and repair the soaked and delaminated plaster, not to mention potential water damage to other interior finishes and books. In a routine inspection scenario, the pin hole would be identified and repaired soon after it formed, stopping any damage to the underlying building fabric. It is critical that adequate money be carried in the annual operating budget to allow for maintenance inspection and repairs. Even a perfect maintenance program will not eliminate the need for restoration work to occur over the life of a building. All building materials have a projected life span and deteriorate over time, requiring restoration or replacement to ensure the integrity of the entire system.

This section of the report is intended to lay out an approach to institute cyclical inspections and maintenance repairs to the building over time. The spreadsheet provides guidelines for frequency of inspection, who should perform the inspection, time frame for replacement of materials, who should perform the repairs and the restoration work, and when there are special requirements. All of the building elements have been listed with the above information detailed. This type of maintenance program will ensure that minor repairs do not go unattended.

The key to a successful maintenance program is consistency. It is helpful if the same person inspects the building each year. They will have a familiarity with the building and will more likely recognize something that is out of the ordinary. Another key to a successful maintenance program is to perform the minor work as it is identified. Work that is deferred invariably translates into a larger, more costly, restoration project. The annual or bi-annual inspections can be performed by library staff. A preservation professional should be engaged if conditions change, or new conditions are discovered.

Maintenance contracts can be entered into for inspection and repair of the roof, similar to contracts that the library or town probably have for the mechanical systems. Contractors can give the library a price to inspect the system once or twice a year. The inspection should include minor repairs that are encountered during the inspection. Any larger problems identified during the inspection should be priced by the contractor for repair, or the repair should become part of a larger restoration work plan.

	PERSONNEL	TIME FRAME	OTHER						
FLINT MEMORIAL LIBRARY MAINTENANCE LOG									
EXTERIOR - ROOFING	To be completed by preservation craftspeople	To be completed by skilled tradespeople	To be completed by town's maintenance crew	Special skill and training required	Inspection frequency denoted in times per year	Yearly maintenance work	Maintenance work frequency denoted in years	Life of replacement material denoted in years	
Slate Shingle Inspection & Repair					2x			50/100	
Slate Shingle Roof Replacement					2x			30	
EPDM Roof Inspection & Repair					2x			50	
EPDM Roof Replacement					2x			50	
Gutter Inspection & Repair					2x			50	
Gutter Cleaning					2x			50	
Gutter Replacement					2x			50	
Downspout Inspection & Repair					2x			50	
Downspout Cleaning					2x			50	
Downspout Replacement					2x			50	
Flashing Inspection & Repair					2x			50	
Flashing Cleaning - debris					2x			50	
Flashing Replacement					2x			50	
EXTERIOR - MASONRY									
Brick Masonry Inspection & Repair					1x		5		
Stone Masonry Restoration & Repointing					1x		5	25	
Stone Masonry Inspection & Repair					1x		5	25	
Stone Masonry Restoration & Repointing					1x		5	25	
Cast Stone Inspection & Repair					1x		5	25	
Cast Stone Repointing					1x		5	25	
EXTERIOR - WOODWORK									
Wood Door and Trim Inspection & Repair					1x				
Wood Window and Trim Inspection & Repair					1x				
Wood Window and Trim Repainting							5		
Wood Window Glazing							5		
Wood Window Restoration							25		
Wood Trim Caulking							15		

