

Buildings Projects & Maintenance					2023			
<b>NOW</b>	Routine	Project						
<b>Town Office</b>								
	Priority	Status	Date Added	Item	Est Cost	Notes	Last Done	Next
				Older equipment and seasonal storage in Royal Arch Room	\$100	Find permanent storage or dispose of		
				Heat Pump Maintenance	\$400	Annual Clean of Units in Protectworth Rm, Town Office, Selectmen's Office	July 2023	2024
				Propane Furnaces Maintenance		Routine Maintenance		
				Generator (Propane) for Town Offices		Routine Maintenance		
				Roof Inspection				
				Perimeter drains: Check, Flush, make sure all PVC pipe is covered (protected from sunlight)				
				Inspect / Repair siding, flashing				
				Windows/Doors and Window Shades need to be inspected, adjusted and repaired as necessary to ensure operability		Likely heat loss in winter due to poorly functioning windows. Southern exposure yields intense heat on sunny summer days ... Install / Repair interior shades (Awnings considered but expensive and need frequent repairs/replacement)		
				ADA ramp needs regular sanding/sealing, nails need occasional resetting				
				Main entrance door at Town Office needs attention (Casing? Door? Hardware?)	\$3500	Door has been sprung multiple times, casing is not fitting leading to heat loss.		
<b>Library</b>								
	Priority	Status	Date Added	Item	Est Cost	Notes	Last Done	Next
				adjustable book shelves starting to show age		Some shelves are becoming 'tippy'		
				Exterior Hours sign is showing age		New sign similar to Town Office?		
				Popcorn machine and various items stored by passthru door to Royal Arch Rm (basement level)		Safety concern? Indicates additional storage required?		
				Routine Lift Maintenance (recertify every 5 years)				

				Windows/Doors and Window Shades need to be inspected, adjusted and repaired as necessary to ensure operability					
				Main entrance door at Library needs attention (casing? Door? Hardware?)		\$3,500	Should probably be done at same time as Town Office Entryway Door		
<b>Police Department</b>									
	Priority	Status	Date Added	Item		Est Cost	Notes	Last Done	Next
				Police Dept Windows are drafty. boarded up but lacking insulation		\$2,500	Tremendous heat loss. Similar exposure windows in Royal Arch Room also drafty. Add internal draft reduction? Magnetic interior storm windows? Police Dept Baseboard heat can't keep up on cold winter days. Add Baseboard?		
				Police station is not visible.			Add Signage? Side of Building?		
				No handicapped access of any kind					
				Computer (Server) is in the old oil tank room					
				Evidence / Armory Room is supposed to be secured ...			Armory room would ideally be separate - and secured.		
<b>Highway / Fire Building</b>									
	Priority	Status	Date Added	Item		Est Cost	Notes	Last Done	Next
				Fiber was never moved to underground conduit due to weather			Needs to be moved underground while conduit is thawed. Was to have been done at install. Consolidated? Fidium?		
				Highway phone system is problematic			Modify setup? Training?		
				Roof should be inspected on a regular basis for loose screws and resealing. CONTRACTOR NEEDED			was not inspected, but has had no sealant treatments in recent memory.		
				Perimeter drains: Check, Flush, make sure all PVC pipe is covered (protected from sunlight). Drainage swales need to be cleared and depth maintained below drain pipes					
				Septic Tank Routine Pumping			Routine, Mason recommendation?		

				Modine Oil Heater Maintenance			Routine Maintenance		
				Renai Propane Heater Maintenance			Routine Maintenance		
				Generator (Propane) for Emergency Services Bldg			Routine Maintenance		
				Metal Siding mostly intact, several areas could use repair/replacement		5,000.00	Constant damage from Snow and Ice dropping off roof and plowing. Solid HD 3 foot wall for protection?		
				Evidence of wet roof insulation = tremendous heat loss			Heavy condensation during heating season. Strong possibility of developing mold - health hazard.		
				Highway garage doors are too narrow for town trucks - leading to damage of the doors, building and trucks			Major project. Straightforward due to the fact it is a steel building. Adding a steel header beam over the existing doors, new doors could be installed at virtually any widths.		
				Roof likely needs significant work			was not inspected, but has had no sealant treatments in recent memory.		
				New LED lighting on fire side (already upgraded on hiway side)		\$2,500	was installed by highway crew on highway side for \$1000 - work area was very dark with the old florescents - Need on FIRE side		
				Fire side has no catwalk beneath heaters for maintenance.			Highway side has catwalk built by hiway crew for extra storage and access to heaters.		
				Oil fired heaters are problematic, fed by unreliable pump			Oil heaters vent thru roof, hurting roof integrity. Oil has spilled at least twice due to faulty sensor in pumping line. Ongoing discussions about transitioning to propane		
<b>Meeting House</b>									
	Priority	Status	Date Added	Item		Est Cost	Notes	Last Done	Next
				Door Closing Hardware on "Ramp Door" has come loose					
				1st Floor Door to Lift is not functioning			Tamara has contacted installer		
				Rear Lantern Lights on both doors (1st and second floor) are wobbly			water and insect entry point. Abandoned hornet nest on 2nd floor fixture.		
				Non functioning electrical outlet near main outdoor breaker box.			Is this on a timer for the Christmas Lights?		
				NOTE: Evidence of mouse and bats in attic.			They're BACK!		

			Front of building has persistent film of insects? Pollen?			Cause should be investigated as cleaning has been shown to be a temporary fix		
			Prune plantings around building have grown too close to building			Touching building, holding moisture and wearing paint.		
			Remove large evergreen.			Replace with smaller version?		
			Rot visible on both front exterior corners					
			Plaster ceiling at top of staircase to sanctuary is peeling			no evidence of moisture in attic above		
			Right entry stairway has settled away from building			Check flashing. Minimize gap (safety issue - could catch crutch or cane) ... could be evidence of a drainage issue.		
			Windows Sills Need Attention. Cleaning, Filling Gaps, Sanding and sealing					
			Electric Wire hanging over building sign.			remove back to nearest junction. Patch and repair hole.		
			Possible water damage in sanctuary ceiling			SW back corner, above fire exit, and at chimney area. (could be damage prior to new roof)		
			<del>Remove non-functioning thermostat in front of sanctuary-</del>			to avoid leaving heat on unnecessarily! Mason completed Aug 2023	Aug '23	
			Women's Bathroom Door needs adjustment					
			Closet adjacent to stairs should be cleaned out.					
			CLOSET: Phone and internet wiring should be secured					
			Piano		200.00	Time to retire and remove		
			Insulation in basement missing where lift construction took place					
			Pipes in basement from well need ceiling hangars?			Wiring may need to be secured as well		
			Septic Tank Routine Pumping			Alarm on holding tank indicates pumping is required		
			Routine Roof Inspection					
			Routine Lift Maintenance (recertify every 5 years)					
			Inspect / Repair siding, flashing					
			Perimeter drains: Check, Flush, make sure all PVC pipe is covered (protected from sunlight)					

				Windows/Doors need to be inspected, adjusted and repaired as necessary to ensure operability					
				ADA ramp needs regular sanding/sealing, nails need resetting, handrail is currently wobbly with at least one split section.			NB Almost 4 inch drop from end of ramp to paved walkway. UNACCEPTABLE for wheelchair access, and a tripping hazard.		
				Regular inspections for evidence of critters in attic and basement (bats, mice & squirrels)			Bats love the belfry		
				Floor finish in Town Meeting Rm			Annual clean and seal recommended. Every 2 years at a minimum?		
				Rear fire escape (wooden) from 2nd floor staircase - stairs are SLIPPERY.			Resurfacing should be done soon (B Manning suggested a rubber infused wood product that could be applied to the existing treads.)		
				Update toilets / sinks for water conversation (less load on septic tank)					
				Town Meeting Room ceiling is starting to peel					
				Floor damage in foyer at bottom of stairs					
				NEED storage solution for chairs and tables					
				Kitchen needs makeover			wall cladding partially removed behind stove exposing cellulose insulation that is spilling out. Potential health and fire hazard		
<b>Historical Society Museum</b>									
	Priority	Status	Date Added	Item		Est Cost	Notes	Last Done	Next
				Ramp			Showing signs of rot		
				Chimney			Flashing around chimney apparently needs inspection and perhaps attention		
				Roof			Should be evaluated as the value of the museum collection continues to grow		
				Regular inspections for evidence of critters (bats, mice & squirrels)			They are persistant		
				Planning for painting					