



BOARD OF TRUSTEES MEETING

April 12, 2022 Agenda

1. Call to Order – 6:30 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the March 8, 2022 and March 21, 2022 meeting minutes.
5. Public comments.
6. Finance Officer's report.
7. Correspondence.
8. Library Director's report.
9. Committee reports.
 - Library Courtyard (Attachment #1).
 - Proudfit Hall decorating and dedication.
10. Old business.
 - 2019/2020 State aid for library construction grant.
 - 2020/2021 State aid for library construction grant.
 - 2021/2022 Challenge Grant.
 - COVIC -19 Temporary Operation Policy.
 - Status Proudfit Hall Rental Usage Policy and Usage Agreement (Attachment #2).
 - Floor covering in Proudfit Hall.
11. New business.
 - Phone/Fax Line (Attachment #3).
 - All Policies to be reviewed at May meeting.
 - Other business.
12. Public comments.
13. Next meeting – May 10, 2022.
14. Adjournment.

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Cambridge Concrete LLC
90 Wright Rd
Cambridge, NY 12816
(518) 429-6115

Project Proposal

Client: Bancroft Library
181 S. Main St.
Salem, NY 12865

Date: 03/28/2022

Description of Project:

- Contact DigSafe NY (#811) prior to any excavation.**
- Excavate and leave debris from a 42" wide x 50' long sidewalk connected to a 12' x 12' patio, at a depth of 16"-17" (12" for gravel and 4-5" for concrete). Debris to be left on-site in a neat pile.**
- 12" compacted gravel base, slightly larger than the above dimensions. Compacted every 4" rise of gravel (3x).**
- 4" perforated pipe with soil sock installed between sidewalk/patio and building, pitching towards the rear of the property, running the full length.**
- 6"x6" wire mesh (10 gauge) installed pre-pour.**
- Form, pour and broom finish 42" wide x 50' long sidewalk connected to a 12' x 12' patio. Thickness to be 4", strength grade to be 4000 psi, and compliant to ADA standards. Optional thickness of 5", pricing below.**
- All material and labor included.**

Materials for Project:

QTY Description Amount		
4 cu yds	Concrete	
8 sheets	6"x6" Wire Mesh (10 gauge)	
	Form Lumber	
12 cu yds	Gravel	
100 feet	4" perforated pipe with sock	

*Plus Sales Tax

Materials: If Applicable per job description. Client to pay for cost of materials upon delivery of materials by contractors' suppliers and/or contractors. Material cost will be deducted from the final price. Please keep all receipts for materials paid.

Project Cost:

Total price:

\$4,140 for 4" thick of concrete

\$4,290 for 5" thick of concrete

****Price includes all materials and labor****

Please Note: Any and all changes and/or additions to the above contracted specs will change the finish date and project price.

Notice Required by Federal Law

The Client has the unconditional right to cancel the contract until midnight of the third business day after the contract was signed. Cancellation must be done in writing. If the general contractor who does the work is not paid, he may have a claim against the Client's property under the Lien Law.

Contractor's Note:

- **Any and all unforeseen work will add cost to the Client. Unforeseen work can include....**
- **Any work requested by the Client other than what is listed in this contract will be at an added cost**
 - **Foreman labor rate: \$85/man hour + material costs**
 - **Laborer labor rate: \$45/man hour + material costs**
 - **Heavy equipment rate: \$135/hour (doesn't include operator labor) + material costs**
 - **Operator labor rate: \$85/man hour + material costs**
- **Contractor is not responsible for landscape repair due to excavation and forming. Grass and dirt excavation (over dig) will not exceed 6" from each edge of the finished surface.**
- **Full concrete trucks can exceed 80,000 lbs. Client is responsible for any and all damages caused by concrete trucks. Client is responsible for towing costs if the concrete truck requires a tow due to sinking.**
- **Client is responsible to inform the contractor of all underground utilities (water, septic, dog fence, etc.) that is out of the scope of NYS DigSafe #811. Any damages to underground utilities not properly marked are the Client's responsibility.**
- **Any property located in a Historical District will require the Client to file the necessary permit(s), at the Client's expense. Contractor will file necessary permit(s) for properties not located in a Historical District, at the**

contractor's expense. Foundation and slab permit(s) for new construction structures must be filed by the Builder/General Contractor or Property Owner. No work will begin until the permit is filed and approved.

- Any and all changes and/or additions to the above contracted specs will change the finish date
- All concrete cracks due to the harsh freeze/thaw cycles of the North East. Rebar/mesh is used to hold the concrete together in the event it does crack. Control joints are often installed but do not fully protect the concrete from cracking.

Start Date: TBD

Finish Date: 2 days to complete

(Actual Working days) from the start date, not the date the contract is signed
(Weather Permitting- unforeseen conditions may extend the finish date)

Payments are to be made as follows:

10% NON-REFUNDABLE deposit to be placed on our schedule. Payments can be sent USPS to the above address, or electronic payments (PayPal, Venmo, CashApp, Zelle). Checks made payable to: *Cambridge Concrete*

Second deposit of 40% is collected no less than 5 days before work begins. If a second deposit is not received, the start date will be delayed.

Labor Payments: (If Applicable) Due on a weekly basis for completed labor: balance due on completion of work. No exceptions.

Due upon Completion: Cost of the total contract and any written Change Work Orders, subtracted by labor payments and cost of materials. Final payment is due on the day of concrete pouring. All other payments are due to the contractor for miscellaneous materials purchased and labor payments per the contract prior to the final payment and final inspection. Client agrees and is responsible to pay any and all court fees, attorney fees, interest fees, and collections fees incurred by Cambridge Concrete as a result of this contract.

*****If cancellation of contract is after a (3) day period allowed, the Client will be responsible for the net profits the contractor would have incurred had he completed this job and materials that are subject to special order.**

These prices are for acceptance within 5 days.

Thank you for giving us the opportunity to bid on this work.

Sincerely,

Stacy Nestleroad

Date

We have received copies of the terms and conditions and the Notice Required by Federal Law and agree to this contract in its entirety.

Client agrees by signing this contract that they have read and understand that the work to be completed is the above specs only. Any ideas or options discussed will not be completed by the contractor unless listed in the above specs. Any change to the above specs will stop work immediately and require a Change Work Order completed and agreed upon by the Client BEFORE any work continues. The Change Work Order will reflect the new pricing.

Accepted by:

Accepted date :

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL RENTAL - USAGE POLICY

Proudfit Hall is available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

The Library Director and staff are responsible for keeping the scheduling calendar for the rental/usage of Proudfit Hall. The Proudfit Hall scheduling calendar will be posted on the Bancroft Public Library website.

The Library Director and staff are responsible for collecting any rental fees for Proudfit Hall. The Library Director is responsible for seeing that said fees are given to the Library Treasurer, who in turn will see that the fees are deposited into the account for the Bancroft Trust.

The rental fee for use of Proudfit Hall is \$40.00 per 4-hour period or \$75 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. The rental fee for business or commercial use of Proudfit Hall is \$80.00 per 4-hour period or \$150 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The Library will have usage of Proudfit Hall for its needs, free of rental fees. The Library Director and/or staff should put the Library on the scheduling calendar as soon as those needs are known, and the space can be used for the Library's purposes without advance notice if Proudfit Hall is not otherwise reserved.

Certain public groups will have use of Proudfit Hall based on its availability, free of charge. These groups are to be determined by the Library Trustees, in consultation with Trustees of the Bancroft Trust, but generally include all non-profit groups, charitable groups, and/or groups associated with the school/education.

Public groups able to use Proudfit Hall rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary
- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

PROUDFIT HALL RENTAL - USAGE POLICY

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When the library is using the space, the Library Director and staff are responsible for following the guidelines set by the Bancroft Public Library Board of Trustees and the Bancroft Trust for usage of Proudfit Hall

The rules for use of Proudfit Hall community room and are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall community room shall leave it clean, in good condition, and arranged as it was found.
- NO SMOKING or VAPING in building or outside including sidewalk and rear courtyard.
- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Kitchen and any plates, kitchen ware, etc. must be cleaned and returned to storage location, if used.
- Tables must be wiped clean, if used.
- Empty the refrigerator and freezer of personal items before leaving.
- Users are responsible for cleaning the carpet if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights when leaving.
- Turn off power to automatic door and lock the entrance door.
- NO OUTDOOR BARBECUING.

Business and commercial Proudfit Hall renters will provide Town of Salem and Bancroft Trust, P.O. Box 575, Salem, NY 12865 and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of insurance in the amount of \$1,000,000.

All users will be financially responsible for any damages to the Proudfit Hall Community Room that occur while they are using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall on a once yearly basis. This will be kept on file at the library.

Approved by Bancroft Public Library Trustees on March 21, 2022.

Approved by Salem Town Board as successor trustees to the Bancroft Trust on.

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL RENTAL - USAGE AGREEMENT

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Certain public groups will have use of Proudfit Hall based on its availability, free of charge. These groups are to be determined by the Library Trustees, in consultation with Trustees of the Bancroft Trust, but generally include all non-profit groups, charitable groups, and/or groups associated with the school/education.

Public groups able to use Proudfit Hall and rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary
- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

The rules for use of Proudfit Hall community room and are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall community room shall leave them clean, in good condition, and arranged as they were found.
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- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
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PROUDFIT HALL RENTAL - USAGE AGREEMENT

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By signing this agreement, the users agree to be responsible financially for any damages to the Proudfit Hall community room that occur while using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall on a once-yearly basis. This will be kept on file at the library.

I have read the above guidelines for the rental/usage of Proudfit Hall and agree to abide by them.

[CHECK ONE] **Proudfit Hall will ☐ or will not ☐ be used by a business or commercial organization or activity.**

_____ Signature	_____ Printed name
_____ Organization (if applicable)	_____ Street
_____ Date	_____ Town, State and Zip Code
_____ Phone #	

Note: The Courtyard is a public space and private use is not included in the Proudfit Hall rental.

Approved by Bancroft Public Library Trustees on March 21, 2022.

Approved by Salem Town Board as successor trustees to the Bancroft Trust on .

From: [Jerry Tedino](#)
To: [Edward Donoghue](#)
Cc: ecclary@washingtoncountyny.gov; [Jerry Tedino](#)
Subject: Town of Salem Copper Replacement Lines
Date: Monday, March 21, 2022 11:13:23 AM
Attachments: [image001.png](#)
[Verizon to Discontinue Copper Across Wide Area of New York.pdf](#)

Hi Ed.

My name is Jerry Tedino, and I am your account rep from Magna 5.

I was referred to you by Sue Clary (copied here) and have attached a link below and PDF that refers to my discussion with Sue regarding a copper conversion mandate from Verizon.

While reviewing our recent invoice for the town's copper lines, I only found 2 Verizon numbers that are associated with Magna5/ RingSquared:

They are located at 181 Main St:

518-854-3433 (Justice) phone and fax

518-854-7463 (Library) phone

Oddly, the main number of 518-854-3277 is not listed. There may also be other lines??? that must also be converted. Kindly advise if there are any other lines (alarm, fax, or plain old copper lines).

We also must ensure that there is enough Internet bandwidth. I am unsure who the carrier is and what the speed is. Please advise.

The rates for these and all other lines will be increasing in June. We are offering a like for like conversion at the same monthly charge with no set-up or installation costs prior to June 1.

Once all information is confirmed, we will then schedule a conversion date, typically within 2 weeks.

Best regards and thx for your help here,
Jerry

<https://www.nojitter.com/consultant-perspectives/decommissioning-copper-gets-real>

Jerry Tedino

jerry.tedino@ringsquared.com

c: 201-249-4376; o: 201-801-7101

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