



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: April 10, 2023
Submitted by: Library Director Yvette Couser
Department:
Speakers:

Date of Meeting: April 20, 2023
Time Required: 15 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Library Capital Reserve Fund Withdrawal Request

DESCRIPTION OF ITEM

The Town Council to consider the request to withdrawal and expend \$194,900 from the Library Capital Reserve Fund for the Library Elevator Upgrade Project for the Merrimack Public Library.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	_____

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Yvette Couser</u>	Address	<u>470 DW Highway</u>
Phone Number	<u>603-424-5021</u>	Email Address	<u>ycouser@merrimacklibrary.org</u>

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

Hold for Meeting Date: _____

MERRIMACK PUBLIC LIBRARY

MEMORANDUM

TO: Merrimack Town Council & Paul Micali, Town Manager
FROM: Yvette Couser, Library Director
RE: Library Trustees' Request to Attend Town Council Meeting
DATE: April 10, 2023

The Merrimack Public Library Trustees would like me to schedule their appointment with the Town Council at their earliest convenience to request to withdraw and expend \$194,900 from the Capital Reserve Fund for the Library Elevator Upgrade Project.

In December, the Library worked with the Finance Department to create and post an RFP for this project. The Library received one proposal from Stanley Elevator Company, Inc., which they accepted at their March 21st meeting pending the release of Funds.

The existing elevator was installed by Stanley in 1979. There have been a few minor repairs and upgrades over the years, but all of the major equipment is original. The typical lifespan of a hydraulic elevator is 25+ years and while the elevator has been regularly maintained, some of the mechanical and electronic parts are no longer being manufactured. The Trustees believe it is prudent to be proactive and upgrade the elevator verses waiting and then need to react to an elevator failure.

The Elevator Upgrade Project includes an upgrade/refurbishment of the interior cab, upgrade of hydraulic features, the door operator, fixture equipment, cab allowance and any necessary electrical, fire/smoke alarm, and HVAC work. Work will be conducted in the elevator, elevator shaft and the elevator machine room. The vendor estimates that on-site work will be conducted over 6 weeks.

Please let me know if there is anything you need from me.

Thank you.