

**Ballston Community Public Library  
Board of Trustees Meeting Agenda  
May 28, 2025, 7:00 PM**

Zoom Link: <https://us02web.zoom.us/j/83978434589>

- 1) Call to order
- 2) Minutes of April 30, 2025 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Reports of Committees
  - a) Town Liaisons
  - b) Budget & Finance
  - c) Buildings & Grounds
  - d) Election
  - e) Long-Range Plan
  - f) Personnel
  - g) Policy
  - h) Friends of the Library
- 7) Unfinished Business
  - a) Director Review
- 8) New Business
  - a) Roof leak
  - b) HVAC replacement
  - c) Community Arts Grant mural
  - d) Director – ARSL Conference

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)  
Please state your name, town you reside in, and the resolution number  
you are referring to when speaking.*

**RESOLUTION 25-13** Consider approving Library Director Kristi Chadwick's travel request for the 2025 Association of Rural and Small Libraries Conference, September 17-20, 2025, in Albuquerque, New Mexico. Total cost is estimated at \$1331, plus expenses.

*Privilege of the floor on any topic. Please state your name, and town you reside in.  
(Limit 3 mins.)*

- 9) Adjournment

May Voucher Signer: Melia Gordon

Charlton Town Board Meeting: Monday, June 9, 2025 at 7:00 PM

Ballston Town Board Meeting: Tuesday, June 10, 2025 at 6:30 PM

Library Board of Trustees: June 25, 2025 at 7:00 PM

June Voucher Signer: Aidan Thomas McKenna

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
April 30, 2025**

**Call to order:** The meeting was called to order at 7:05 p.m. by President Melia Gordon.

**Attendance:** [x] Kristi Chadwick, Director,

Trustees present: Candy Burchett, Margie Morris, Melia Gordon, Steve Burchett, Kate Schofield

Trustees absent (excused): Ed Guider, Aidan Thomas McKenna

Trustees absent (unexcused): none

**Approval of Minutes of March 26, 2025 meeting:** On a motion by Trustee Steve Burchett with a second by Trustee Candy Burchett, the trustees unanimously approved the minutes of the March 26, 2025 monthly meeting.

**Monthly Financial Reports:** Financial reports for April 2025 were reviewed. There was a discussion of FDIC rules and whether the library should use different banks.

**Approval of Bills:** On a motion by Trustee Margie Morris with a second by Trustee Melia Gordon the bills for April 2025, as reviewed by Trustee Candy Burchett were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Town Liaisons:** no report

**Budget and Finance:** The committee met and reviewed the trustee fund. The fund is being spent down. They also looked at the financial or monetary donation policy and discovering there was not one, drafted a policy for the board to review..

**Building and Grounds:** The committee discussed increasing the budget to be more in line with what will need to be spent considering the Ballston Community Public Library is its own entity now.

**Election:** Will schedule a meeting soon.

**Long Range Plan:** The committee is gathering questions for a survey for patrons and will schedule a meeting soon.

**Personnel:** Will need to meet to discuss upcoming Staff evaluations.

**Policy:** Director Kristi Chadwick has begun reviewing the collections policy to bring to the committee.

**Friends of the Library:** Held a book sale.

**Unfinished Business:**

**FY2022 Construction Grant - Sign Quotes:** The board decided to go with AJ Signs to replace the sign out front.

**Parking lot Quotes:** The board decided to go with Malta Asphalt to repair the parking lot.

**Director Review:** The personnel committee will need to perform Director Kristi Chadwick's annual review.

**Budget Vote Date:** This year's Budget Vote date is 10/8/25.

**New Business:**

**2024 Report to the Community:** Director Kristi Chadwick made a flyer for the 2024 Report to the Community.

**SALS Annual Trustee Meeting:** The annual SALS Trustee meeting will be held 5/19/25.

*Privilege of the floor ONLY on items for consideration and action this evening (Limit 3 minutes.)*

None

**RESOLUTION 25-009** Consider approving the 2024 Report to the Community. Motion was made by Trustee C. Burchett, seconded by Trustee S. Burchett, and passed unanimously.

**RESOLUTION 25-010** Consider approving the hire of Alison Felt as part-time Library Clerk, beginning May 19, at a rate of \$16/hour. Motion was made by Trustee Morris, seconded by Trustee Schofield and passed unanimously.

**RESOLUTION 25-011** Consider approving the hire of Susan Slovic as part-time Library Clerk, beginning May 20, at a rate of \$16/hour. Motion was made by Trustee S. Burchett, seconded by Trustee C. Burchett, and passed unanimously.

**RESOLUTION 25-012** Consider approving the quote from AJ Signs for the amount of \$31,095 to replace the existing sign with a display with 10 mm rgb and consider moving up to \$31,000 from the Fund balance to cover this quote and authorizing the Director to sign. Motion was made by Trustee S. Burchett, seconded by Trustee Schofield, and passed unanimously.

**RESOLUTION 25-013** Consider approving the quote from Malta Asphalt in its entirety for the amount of \$10,429.75 to repair the existing parking lot. Funds for this repair will be moved from the Fund balance in the amount of up to \$10,500 and we authorize the director to sign any contracts relevant to the repairs. Motion was made by Trustee S. Burchett, seconded by Trustee Morris, and passed unanimously.

*Privilege of the floor on any topic (Limit 3 mins.)*

Julia Stone from Ballston mentioned that the Director of SALS recommended that the library's policies be reviewed by legal council.

**Adjournment:** At 8:21 p.m., on a motion by Trustee Gordon with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

# Ballston Community Public Library

## Director's Report

May 2025

### Circulation Statistics

#### April 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	453	1317	3,930
Number of Physical Items Circulated	8282	31,913	93,004
Overdrive/Libby Circulation	1334	5859	18,244
Hoopla Circulation	763	2966	8,003
New Patron Registrations	38	134	482
Patrons in the Building	4991	17,690	53,346

### Programs & Events

#### April 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	14	396	58	1869	161	3,948
Elementary	4	35	19	157	80	973
Teen	4	12	12	33	41	220
Adult	14	114	42	374	94	759
Family	6	275	17	653	85	3,221
Outreach	6	375	19	597	69	1,783
TOTALS	48	1207	167	3650	530	10,904

#### Youth Services:

Programming Update: During the month of May, we had 16 weekly story times, 6 book clubs, 1 teen craft, 1 tween craft, a Saturday Teddy Bear story time, 1 Lego STEM Challenge, 1 Story Crafters program, 3 Read to Beaker the therapy dog sessions, and a Shredded Book contest in the Children's Room. The High School SED students volunteered at the library twice this month and helped retrieve books from the send list. Youth Services staff are doing the final prep to get ready for the Summer Reading Program. All supplies have been purchased and staff will begin decorating the Children's Room at the start of June. Alyssa will be visiting Stevens Elementary, Charlton Heights, and Pashley Elementary throughout the month of June to talk to students about the Summer Reading Program. Summer Reading handouts have also been sent to the Middle School and High School for teachers and students. The summer Story Walk has been approved by the Town Board and Alyssa will work on putting it together and gathering volunteers to put it up in Anchor Diamond Park later in June.

#### Adult Services:

Adult Programming for May featured 11 programs, including two Short Fiction Workshops, four book club meetings, trivia night, and craft classes including Cookie Decorating and Chatty Crafters. In addition, we introduced a new recurring program, Game Night for Grownups, as well as a seminar on Estate Planning and Long-Term Care. I developed marketing materials for these programs as well as designing the monthly program calendar. In preparation for the Summer Reading Program, I completed set-up of the Beanstack platform for the adult reading challenges and prizes, as well as beginning design work on the marketing materials for individual summer programs. Finally, I attended a webinar on the Capital District Library Council's ILL procedures.

#### **Director:**

This month I met with the Policy and Election Committees, set up and monitored the Red Cross Blood Drive, and met with the artist for our community mural. I attended the SALS Annual Trustee dinner with Candy and Aidan, then went to Albany for NYLA's Spring on the Hill.

### Staff & Volunteers

#### **Staff:**

Don completed the hiring, training, and on-boarding for two new library clerks, who began work in late May. Alyssa has finished interviews for an upcoming Library Page opening this summer.

#### **Friends of the Library:**

Alyssa is taking over as Liaison for the Friends beginning in June. We are discussing the upcoming parades and the Memorandum of Understanding that has been drafted.

### Facility

A leak was discovered in the 2<sup>nd</sup> Floor supply/electrical closet. We had All Star Roofing come to look and were notified that the roof on the bump out was in bad shape. They sent in a quote which was passed on to the Buildings & Grounds Committee.

AJ Signs has entered the sign permit to the Town and is waiting for approval before starting the work.

Crusafulli Bros. came to do the spring HVAC cleaning and we were notified that one of the heating exchanges will not last the winter, and a second is showing signs of needing replacement. They provided a quote on the cost to replace both.

It was reported by a patron on Saturday that there is poison ivy in the front garden beds. We are contacting Hometown Turf to verify and remove if needed.

### Technology

#### **April 2025**

<b>Technology Statistics</b>	<b>Current Month</b>	<b>2025 Total</b>	<b>2024 Total</b>
<b>Public Computer Sessions</b>	130	480	1,259
<b>WiFi Sessions (unique users)</b>	375	1,430	4,092

## Meetings & Professional Development

Kristi – Charlton Town Meeting (5/12); Ballston Town Meeting (5/13); Friends Meeting (5/14); SALS Annual Trustee Dinner (5/19); NYLA Spring on the Hill (5/20); Policy Committee (5/22); Election Committee (5/27); Board of Trustees (5/28); CDLC Spring Symposium (5/30).

Don – Friends of the Library (5/6, 5/14); CDLC ILL webinar (5/22).

Alyssa - OEL NYSED Libraries and Literacy Webinar (5/22).

Alison – New User and Annual Training (5/19).

Susan – New User and Annual Training (5/20).

Respectfully,  
Kristi Chadwick  
Library Director



## ALL STAR ROOFING EPDM PROPOSAL

MAY 09, 2025

**We can help you with**  
**Roofing, Siding, Gutters**  
**Residential , Commercial**

**office@allstarroofingny.com**  
**518-609-ROOF**

### **KRISTIE CHADWICK**

2 Lawmar Lane  
Burnt Hills, NY  
12027  
KChadwick@sals.edu  
5183998174x5

# INTRODUCTION

Hi Kristie,

**We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance.** Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Removal and disposal of old materials
2. Supply and installation of new materials
3. Clean-up of entire work area (all nails and other materials)

We don't want you to be personally liable should a worker happen to get injured therefore, maintain a high safety program for all employees and crews. We carry our own liability insurance.

Once the job is complete, we will perform a thorough inspection of your project to make sure we did everything correctly and up to our strict standards and the site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,

Nicholas Rendo | Roofing Expert  
nick.allstarcontractorllc@gmail.com  
5182489159

# INSPECTION





# FULL FLAT ROOF REPLACEMENT (EPDM)

Description	Qty	Unit price	Line total
EPDM Full Roof Replacement			
-Remove and dispose of 1 Layer of roofing material			
-Any additional layers found will have an up-charge of \$100 per layer per square			
-Replace damaged, delaminating, or moldy plywood 1 sheets will be replaced at no additional cost. Additional sheets (installed) will be \$115.00 per sheet of 3/4", \$95 per sheet of 5/8" and \$90 per sheet of 1/2" premium cdx plywood. If bad or rotten plank board or shiplap is found the cost will be \$12.99 a linear foot			
-Install 1/2 in poly iso			
-Fasten the subboards with plates and screws			
-Apply .60 mill epdm rubber membrane			
-Install termination bar in areas needed			
-Install RPS and flash HVAC units 3 in total			
-Install 2 - 3 inch retrofit drain one piece unit.			
-reuse edge metal so that it matches the rest of the building	1	\$6,500.00	\$6,500.00
-Install 6" cover strip on top of the drip edge			
-All Star Roofing provides a 10 year workmanship warranty			

Quote subtotal\$6,500.00

Total\$6,500.00

20 year manufacturing warranty material only

# AUTHORIZATION PAGE

FULL FLAT ROOF REPLACEMENT  
(EPDM)

\$6,500.00

Name:

Kristie Chadwick

Address:

2 Lawmar Lane, Burnt Hills, NY

Description	Qty	Unit price	Line total
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## Customer Comments / Notes

Kristie Chadwick:

Date:

All late payments are subject to a (1.5%) charge, or the maximum permitted by law. PAYMENT TERMS | Payments are to be made as follows: 1/3 due on contract SIGNING, 1/3 at project START, 1/3 at project COMPLETION. | Payment options: Cash, Personal Check, ACH Payment, Bank Check, Debit/Credit Card

# WARRANTY



All Star Roofing Contractor LLC agrees to warranty the workmanship of roof replacements. In the event of roof leakage due to a workmanship issue, All Star Roofing Contractor will repair the responsible area of the roof. In the result of a warranty to claim All Star Roofing Contractor LLC will give precedence to customers under warranty and previous customers over other service calls.

## **Exclusions From Coverage.**

This warranty only covers issues resulting from improper installation of the roof. All Star Roofing Contractor will not be responsible for:

### **1.Extreme Weather Events**

All Star Roofing Contractor LLC will not be held liable for leaks or damages from extreme weather events such as high winds (in excess of the amount the shingle is rated for by the manufacturer warranty), hail storms, ice dams, tree damage, etc.

### **2.Failure of Other Systems**

All Star Roofing Contractor LLC will not be held responsible for the failure of other items on and related to the roof including gutter backups and skylight leakage (unless the skylight was installed by our company and is still within the workmanship warranty period)

### **3.Work By Other Contractors**

All Star Roofing Contractor LLC will not be held responsible for leaks as the result of work performed by other contractors.

### **4.Material Defects**

All Star Roofing Contractor LLC will not be held responsible for defects in materials used on the roof. All such claims would be made until the material warranty from the manufacturer.

### **5.Neglect**

All Star Roofing Contractor LLC will not be held responsible for major interior damages that are the result of issues that were not reported in a timely fashion or damages occurred to the shingles because someone walked on them improperly, please report all issues immediately to All Star Roofing Contractor at (518) 818-9639 or at [Allstarcontractorllc@gmail.com](mailto:Allstarcontractorllc@gmail.com)

## **Customer**

Kristie Chadwick

## **Project address**

2 Lawmar Lane, Burnt Hills, NY

## **Date Project Completed**

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# TERMS AND CONDITIONS

ALL STAR ROOFING is providing a 10-YEAR WORKMANSHIP WARRANTY on flat roofs installed

\*Proof of workmanship warranty is your signed contract, and after completion paid in full, keep for your records\*

\*\*FREE PRODUCT PROVISION: It is at All Star Roofing's discretion to provide each customer with free sheets of plywood depending on the package chosen at no extra charge. If the free products are not used, they shall remain the property of All Star Roofing, and no refund or credit will be given to the customer.

\*\* CONTRACT TERMS AND CONDITIONS Upon acceptance of this contract, the property owner agrees to the following: All materials are guaranteed to be as specified. | All work to be completed in a workmanlike manner according to standard practices. | Any alteration or deviation from outlined specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimated price. | All agreements contingent upon strikes, accidents or delays beyond our control. | All Star Roofing provides a 3-day cancellation period from the date of contract signing as required by New York State law. | Property owner responsible to carry necessary fire, tornado, homeowner, and other necessary insurances. | This agreement does not cover acts of God's nature such as wind damage, hail damage, fire damage, and ice dams by Workmanship Warranty. All late payments are subject to a (1.5%) charge, or the maximum permitted by law. PAYMENT TERMS | Payments are to be made as follows: 1/3 due on contract SIGNING, 1/3 at project START, 1/3 at project COMPLETION. | Payment options: Cash, Personal Check, ACH Payment, Bank Check, Debit/Credit Card



# Product Data Sheet

## MULE-HIDE FR 60 and 90 MIL EPDM MEMBRANE (PRE-CLEANED)

### PRODUCT DESCRIPTION

Mule-Hide 60 and 90 mil thick FR EPDM membranes (Pre-Cleaned) are high performance non-reinforced membrane that stands up to tearing, impacts, punctures and normal roof traffic. The elastomeric properties of the EPDM membrane compensate for thermal shock and building movement. EPDM membranes provide excellent resistance to ozone and aging. The membrane is manufactured in accordance with the guidelines established by the RMA (Rubber Manufacturers Association) and meets or exceeds the ASTM Standard Specification D 4637.



Fire Retardant (FR) EPDM membranes are specially formulated to inhibit spread of flame and meet or exceed code body testing criteria for fire retardant roofing membranes.

Mule-Hide EPDM (Pre-Cleaned) membranes are available with in-seam tape that is pre-applied to the sheet

### BASIC USES

Can be used as a elastomeric single-ply roofing membrane for new construction and re-roofing applications. Pre-Cleaned 60 and 90 mil membranes are used primarily in Fully Adhered roofing systems, but can also be Ballasted.

### SPECIFICATIONS Mule-Hide 60-mil and 90-mil Thick FR EPDM Membranes (Pre-Cleaned)

Physical Properties*	Test Method	Specification	Typical
Tolerance on Nominal Thickness, %	ASTM D 412	± 10	± 10
Weight, lbm/ft <sup>2</sup> (kg/m <sup>2</sup> ) .060 .090			0.35 (1.7) 0.59 (2.9)
Tensile Strength, min, psi(Mpa)	ASTM D 412	1305 (9)	1600 (11.0)
Elongation, Ultimate, min, %	ASTM D 412	300	465
Tear Strength, min, lbf/in (kN/m) - (Die C)	ASTM D 624	150 (26.3)	200 (35.0)
Factory Seam Strength, min.	ASTM D 816 (Modified)	Membrane Rupture	Membrane Rupture
Resistance to Heat Aging* Properties after 4 weeks @ 240°F(116°C)	ASTM D 573		
Tensile Strength, min, psi(MPa)	ASTM D 412	1205(8.3)	1450(10.0)
Elongation, Ultimate, min, %	ASTM D 412	200	280
Tear Resistance, min, lbf/in(kN/m)	ASTM D 624	125(21.9)	215 (37.6)
Linear Dimensional Change, max, %	ASTM D 1204	± 1.0	-0.5
Ozone Resistance** Conditions after exposure 100 pphm Ozone in air for 168 hrs @ 104°F(40°C) Specimen is at 50% strain	ASTM D 1149	No Cracks	No Cracks
Brittleness Temp., max, deg. F (deg.C)	ASTM D 746	-49 (-45)	-49 (-45)
Resistance to Water Absorption* After 7 days immersion @ 158°F (70°C), Change in mass, max, %	ASTM D 471	+8, -2	+2.0
Water Vapor Permeability* MAX. perm mils	ASTM E 96 (Proc. B or BW)	0.10	0.03

--See continued on next page--

# Product Data Sheet

MULE-HIDE FR 60 and 90 MIL EPDM MEMBRANE (PRE-CLEANED)

## **SPECIFICATIONS (continued)**

Flexibility / Torsion DMA @ -40°F	ASTM D5279	N/A	225 MPa
Resistance to Outdoor (Ultraviolet) Weathering Xenon-Arc, total irradiate exposure at 0.70 W/m <sup>2</sup> irradiance, 176°F (80°C) black panel temperature	ASTM G 155	No Cracks No Crazing 7,560 kJ/m <sup>2</sup> 3,000 hours	No Cracks No Crazing 41,580 kJ/m <sup>2</sup> 16,500 hours
At 0.35 W/m <sup>2</sup> irradiance, 176°F (80°C) black panel temperature		6,000 hours	33,000 hours
Fungi Resistance	ASTM G21	N/A	0 (no growth)
*Typical properties and characteristics are based on samples tested and are not guaranteed for all samples of this product. This data and information is intended as a guide and does not reflect the specification range for any particular property of this product.			
**Not a Quality Control Test due to the time required for the test or complexity of the test. However, all tests are run on a statistical basis to ensure overall long-term performance of the sheeting.			

LEED Information	
Pre-consumer Recycled Content	5%
Post-consumer Recycled Content	0%
Manufacturing Location	Carlisle, PA or Greenville, IL
Solar Reflectance Index (SRI)	9

## **PACKAGING**

Mule-Hide 0.060" and 0.090" FR EPDM Membranes (with and with-out tape) are available in a variety of sheet sizes with widths up to 40' and lengths up to 100' long. Contact Mule-Hide Products for specific sheet sizes.

## **BENEFITS & SUPPLEMENTAL STATEMENTS**

- Can be installed over a variety of roof decks
- Outstanding weatherability
- Sheets can be pre-taped for labor savings and consistent seam placement
- Requires no special equipment to install
- Available as a lightweight system
- Full line of pre-taped accessories available

## **CODE APPROVALS/COMPLIANCE**

A variety of Factory Mutual Ratings, Underwriters Laboratories Classifications and Miami-Dade Approvals are available. Contact Mule-Hide Warranty Department for additional information. Meets or exceeds requirements of ASTM D 4637 for Type 1 non-reinforced EPDM single-ply roofing membranes.

## **INSTALLATION INSTRUCTIONS**

- 1) Fully Adhered Roofing System
  - a) Approved insulation shall be attached to the roof deck with an approved insulation adhesive or approved fasteners and plates.
  - b) The field of the roof is fully adhered to the substrate with Mule-Hide membrane adhesive.
- 2) Ballasted Roofing System
  - a) Approved insulation to be loosely laid to the deck.
  - b) Roofing membrane is loosely laid over insulation and ballasted with washed river rock or pavers.

# Product Data Sheet

MULE-HIDE POLY 60 and 90 MIL EPDM MEMBRANE (PRE-CLEANED)

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## **INSTALLATION INSTRUCTIONS (continued)**

- 3) The membrane is required to be mechanically attached at the base of all vertical surfaces, roof edges, and angle changes greater than 2:12.
- 4) All seams are to be constructed with seam tape and tape primer, and checked for voids.
- 5) All details will be done in accordance with Mule-Hide details.
- 6) On projects where a Mule-Hide Standard or Premium Warranty is requested, an authorized Mule-Hide representative shall inspect all completed work. This is only a brief summary and not the complete specification. The Mule-Hide Specifications, Details, Technical Bulletins, and associated documents should be thoroughly reviewed prior to starting any project. Contact Mule-Hide Products for additional information.

## **STORAGE & HANDLING**

- Use proper stacking procedures to ensure sufficient stability of the materials.
- Surfaces may be slippery when wet, or due to frost and ice build-up. Exercise caution to prevent falls.
- Exercise care when working near edge of roof.
- Store Mule-Hide membrane in original wrappings in a cool, shaded area. Cover with light colored, breathable, waterproof tarpaulins.
- Pre-Taped membranes should not be exposed to prolonged jobsite storage temperatures in excess of 90°F (32°C), otherwise the shelf life of the Pre-Tape may be affected.
- When using pre-taped membranes in warm, sunny weather, shade the tape end of the rolls until ready to use.
- Mule-Hide Pre-Tape has a shelf life of one year.

## **PROTECTION & SAFETY**

Mule-Hide maintains Safety Data Sheets on all of its non-exempt products. Safety Data Sheets contain health and safety information for your development of appropriate product handling procedures to protect your employees and customers. Mule-Hide's Safety Data Sheets should be read and understood by all of your supervisory personnel and employees before using Mule-Hide products in your facilities.

## **ADDITIONAL INFORMATION**

The information given on this PDS is subject to change without notice. Always check the Mule-Hide website at [www.mulehide.com](http://www.mulehide.com) for the latest information, changes and updates or contact Mule-Hide Products Company at 800-786-1492.

## **DISCLAIMER**

The statements provided concerning the material shown are intended as a guide for material usage and are believed to be true and accurate at the time of printing. No statement made by anyone may supersede this information, except when done in writing by Mule-Hide Products Co., Inc. Since the manner of use is beyond our control, Mule-Hide does not authorize anyone to make any warranty of merchantability or fitness for any particular purpose or any other warranty, guarantee or representation, expressed or implied, concerning this material. This product may be eligible for a Mule-Hide warranty, please check the Mule-Hide website at [www.mulehide.com](http://www.mulehide.com) or contact Mule-Hide directly at 800-786-1492 for details. Buyer and user accept the product under these conditions and assume the risk of any failure, any injury person or property (including that of the user), loss or liability resulting from the handling, storage or use of the product whether or not it is handled, stored or used in accordance with the directions or specifications. Mule-Hide must be notified in writing of any claims and be given the opportunity to inspect the alleged failure before repairs are made.



# Product Data Sheet

## MULE-HIDE POLY ISO1™ ROOF INSULATION

### PRODUCT DESCRIPTION

The Mule-Hide Poly ISO 1™ polyisocyanurate insulation (flat or tapered) is a closed-cell polyisocyanurate foam core laminated to (non-asphaltic) glass fiber reinforced felt facers. The Mule-Hide Poly ISO 1 is compatible with all Mule-Hide membranes and accessories. Available in 20 psi and 25 psi.

### BASIC USES

The Mule-Hide Poly ISO 1™ insulation board may be used for ballasted, mechanically attached and fully adhered single- ply roofing systems. The Poly ISO 1™ insulation board may be installed over approved decks and substrates on new construction, tearoffs, and recover (retrofit) projects. The Poly ISO 1™ insulation board may be used in UL Class A and FM Class 1 assemblies.



### BENEFITS & SUPPLEMENTAL STATEMENTS

- Approved for direct application to steel decks
- Mule-Hide Poly ISO 1™ is manufactured with NexGen Chemistry: Contains no CFCs, HCFCs, is Zero ODP, EPA Compliant and has virtually no GWP
- Available as 4' x 4' or 4' x 8' panels in Grade 2 (20 psi) or Grade 3 (25 psi)
- Thicknesses range from 1" to 4.5"

### TYPICAL PHYSICAL PROPERTIES

Property	Test Method	Typical Results
Dimensional Stability	ASTM D-2126	2% Linear Change (7 days)
Compressive Strength	ASTM D-1621	20 PSI (Grade 2) 25 PSI (Grade3)
Water Absorption	ASTM D-209	Less than 1% By Volume
Moisture Vapor Transmission	ASTM E-96	Less than One (1) Perm
Service Temperature	---	-100°F to 250°F Max
Flame Spread (foam core)	ASTM E 84	< 75**
Smoke Development	ASTM E 84	< 450**

\*The physical properties above are presented as typical average values as determined by accepted ASTM test methods and are subject to change. All information can be confirmed by contacting Mule- Hide Products.

\*\* The numerical ratings are determined by ASTM Test Method E-84 are not intended to reflect hazards presented by this or any other material under actual fire conditions. A flame spread index of 75 or less and smoke development of 450 or less meet code requirements regarding flame spread and smoke development for foam plastic roof insulation. However, the codes exempt foam plastic insulation when used in roof deck constructions that comply as an assembly with FM 4450 or UL 1256 (see IBC, NBC, UBC and SBS Sections on Foam Plastic Insulation (Chapter 26). Smoke development does not apply to roofing

LTTR Value	ASTM C1289-11 (revised Jan-2014)
20	2 layers of 1.8" Poly ISO
25	2 layers of 2.2" Poly ISO
30	2 layers of 2.6" Poly ISO
35	2 layers of 3.1" Poly ISO
40	2 layers of 3.5" Poly ISO

#### **PolyISO™ Recycle Content**

Between 16% and 43 % by weight, depending upon thickness (55% post consumer and 45% post industrial). Refer to Mule-Hide LEED memo.

# Product Data Sheet

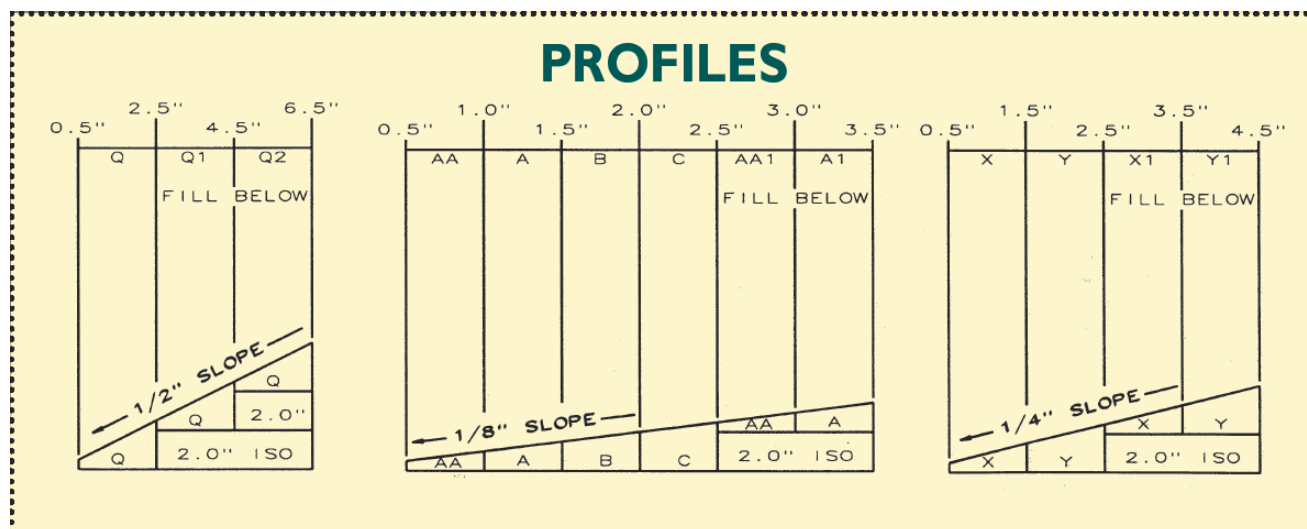
MULE-HIDE POLY ISO1™ ROOF INSULATION

## TYPICAL PHYSICAL PROPERTIES (Continued)

Nominal Thickness** (Inches)	(mm)	Poly ISO 1™		Metal Deck Max. Flute
		LTTR R-Value (revised Jan-2014)	C-Value	
1.0	25	5.7	.175	2 5/8
1.5	38	8.6	.116	4 3/8
1.8	46	10.3	.097	4 3/8
2.0	51	11.4	.088	4 3/8
2.5	64	14.4	.069	4 3/8
2.6	66	15.0	.067	4 3/8
3.0	76	17.4	.057	4 3/8
3.5	89	20.5	.049	4 3/8
3.8	97	22.3	.045	4 3/8
4.0	102	23.6	.042	4 3/8
4.3	109	25.5	.039	4 3/8
4.5	114	26.8	.037	4 3/8

\*Long Term Thermal Resistance Values are based on ASTM C1289 (revised Jan-2014) and CAN/ULC S770 which provides for a 15-year time weighted average.  
 \*\*Other thicknesses available upon special request.

## SUPPLIMENTAL INFORMATION



## PACKAGING

Factory applied packaging is only intended for protection during transit. When stored outside or at the job site, the insulation must be stored at least 4" above ground level and completely covered with a weatherproof covering such as a tarpaulin. **Warning - Do Not Leave Exposed:** This product will burn if exposed to an ignition source of sufficient heat and intensity, or an open flame.

## CODE APPROVALS/COMPLIANCE

Poly ISO 1™ complies with the requirements of the following specifications, test and code requirements when properly installed.

- \* Federal Specification HH-I-1972/GEN and HH-I-1972/2, Class 1
- \* ASTM C 1289-05a, Type II, Class 1, Grade 2 (20 psi), Grade 3 (25 psi)
- \* FM Standard 4450/4470 Approval, Class 1
- \* UL Standard 1256 Classification

# Product Data Sheet

MULE-HIDE POLY ISO1™ ROOF INSULATION

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## **CODE APPROVALS/COMPLIANCE (continued)**

- \* UL Standard 790 Classification
- \* UL Standard 263 Fire Resistance Classification

## **INSTALLATION INSTRUCTIONS**

**Ballasted Single-Ply Membrane Systems** - Mule-Hide Poly ISO 1™ does not require attachment to the deck in this system. All boards must be tightly fitted together to prevent movement, separation or damage during the installation of the membrane system. All gaps greater than 1/4" must be filled. After the membrane is installed, sufficient amounts of ballast must be applied to prevent membrane and insulation movement. Refer to the Mule-Hide Manual and FM Loss Prevention Data Sheet 1-29 for information regarding ballasting guidelines.

**Mechanically Attached Single-Ply Membrane Systems** - Mule-Hide Poly ISO 1™ should be attached with Mule-Hide fasteners and insulation plates (or FM Approved fasteners) using a minimum of 4 fasteners per 4'x 4' board (1 fastener per 4 square feet) and a minimum of 6 fasteners per 4'x 8' board (1 fastener per 5.33 square feet). Refer to the Mule-Hide Manual for proper fastener placement.

**Fully Adhered Single-Ply Membrane Systems** - Mule-Hide Poly ISO 1™ should be installed with the perforated side down. Insulation attachment will vary depending upon insulation thickness and job requirements. If the top layer is less than 2" thick, install a minimum of 8 fasteners per 4'x 4' board (1 fastener per 2 square feet) and a minimum of 16 fasteners per 4'x 8' board (1 fastener per 2 square feet). If the top layer is 2" thick or thicker, install 4 fasteners per 4' x 4' or 8 fasteners per 4' x 8' insulation board. Refer to the Mule-Hide Manual for proper fastener density and placement. Additional fastening may be required for certain job conditions. In some instances hot steep asphalt or insulation adhesive may be used to attach the Mule-Hide Poly ISO 1 to approved concrete decks. Only 4'x 4' boards may be used. Contact Mule-Hide's Technical Department for specific requirements and procedures.

## **PROTECTION & SAFETY**

Mule-Hide maintains Safety Data Sheets on all of its products. Safety Data Sheets contain health and safety information for your development of appropriate product handling procedures to protect your employees and customers. Mule-Hide's Safety Data Sheets should be read and understood by all of your supervisory personnel and employees before using Mule-Hide products in your facilities.

## **ADDITIONAL INFORMATION**

The information given on this PDS is subject to change without notice. Always check the Mule-Hide website at [www.mulehide.com](http://www.mulehide.com) for the latest information, changes and updates or contact Mule-Hide Products Company at 800-786-1492.

## **DISCLAIMER**

The statements provided concerning the material shown are intended as a guide for material usage and are believed to be true and accurate at the time of printing. No statement made by anyone may supersede this information, except when done in writing by Mule-Hide Products Co., Inc. Since the manner of use is beyond our control, Mule-Hide does not authorize anyone to make any warranty of merchantability or fitness for any particular purpose or any other warranty, guarantee or representation, expressed or implied, concerning this material. Buyer and user accept the product under these conditions and assume the risk of any failure, any injury person or property (including that of the user), loss or liability resulting from the handling, storage or use of the product whether or not it is handled, stored or used in accordance with the directions or specifications. Mule-Hide must be notified in writing of any claims and be given the



## Product Data Sheet

# CCW-702 and CCW-702LV

### DESCRIPTION

Rev. Dec. 2019

CCW-702 and 702LV are solvent-based, high-tack adhesives specifically designed to promote maximum adhesion of Mule-Hide F5 Air and Vapor Barrier/Temporary Roof to approved substrates. These products are also used as a surface prep to promote adhesion of Helix Max Low Rise Adhesive.

### TYPICAL PHYSICAL PROPERTIES

Physical Property*	CCW-702	CCW-702LV
Viscosity	200 cps	200 cps
Solids by Weight	46%	46%
VOC Content	450 g/l	<250 g/l
Weight per Gallon	7.5 lbs.	7.5 lbs.
Flash Point	-4°F	-4°F
Min Application Temp	25°F	25°F
Color	Blue	Plum Red
*Typical properties and characteristics are based on samples tested and are not guaranteed for all samples of this product. This data and information is intended as a guide and does not reflect the specification range for any particular property of this product.		

### PACKAGING

5 Gallon Pails

### APPLICATION INSTRUCTIONS

#### **Preparation**

1. Surface must be clean and completely dry.
2. Temperature must be a minimum of 25°F during application.

#### **Application**

- Apply by medium nap roller or brush in an even film at 300 to 350 square feet per gallon. Caution must be taken not to apply excess contact adhesive, which could cause longer drying times.
- Allow adhesive to flash off for a minimum of 75 minutes at 75°F. Porous substrates like DensDeck® Prime, gypsum decks, and lightweight insulating concrete decks require additional adhesive, reducing the coverage rates for proper adhesion to be achieved.
- Adhesive has a satisfactory cure when surface is tacky, but will not transfer when touched.
- Apply only to areas to be waterproofed the same day.
- Reapply if the area becomes dirty or wet.
- When used in adverse climate conditions (high humidity, cool temperatures, etc.) or on a porous substrate, additional curing time will be required.
- All fluid-applied product application rates are based on theoretical coverage relative to the percentage of solids in the material. These are minimum application rates to achieve the required dry film thickness for the system and do not account for substrate condition or porosity.
- A thicker application of the product may be necessary to achieve the required dry film thickness relative to the substrate.
- This material may only be applied on the same day that membrane is installed.

Application instructions are basic guidelines only. Please read and understand the complete Mule-Hide specifications prior to use.

# CCW-702 and CCW-702LV

## **PRECAUTIONS**

- This product and its vapors are flammable. Use only with adequate ventilation and avoid breathing vapors.
- Refer to MSDS for other important warnings and product safety information.
- Do not apply to damp or frozen substrates.
- Store at 35°F to 110°F (2°C to 43°C).
- Failure to allow 702 and 702LV to flash off completely will result in membrane blisters and un-adhered areas.

<b>LEED® Information</b>		
Product	702	702LV
Pre-consumer Recycled Content	0	0
Post-consumer Recycled Content	0	0
Manufacturing Location	Carlisle, PA	Carlisle, PA

## **SHELF LIFE**

One-year shelf life from date of manufacture with proper storage.

## **PROTECTION & SAFETY**

Mule-Hide maintains Safety Data Sheets on all of its non-exempt products. Safety Data Sheets contain health and safety information for your development of appropriate product handling procedures to protect your employees and customers. Mule-Hide's Safety Data Sheets should be read and understood by all of your supervisory personnel and employees before using Mule-Hide products in your facilities.

## **ADDITIONAL INFORMATION**

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5/23/2025

Proposal

To: Ballston Community Public Library  
Attn: Tricia / [tbitley@sals.edu](mailto:tbitley@sals.edu)  
RE: 2 Lawmar Lane, Burnt Hills, NY 12027

Scope of Work

We provide all labor, parts, and materials to replace two heat exchangers for two Roof Top Units. Operation of unit will be tested for proper operation. All waste materials will be removed from site and disposed of.

\*Note: This proposal may be withdrawn by us if not accepted within 7 days.

Six-Thousand-Nine-Hundred Fifty-Four-Dollars and Fifty-Cents...\$6,954.50



**\*\* SINCE 1939 \*\***  
**Bonded & Insured**

By: Erin Santarcangelo  
Commercial Service Group

By: \_\_\_\_\_  
Authorized Representative

**518.449.1782**

25 Industrial Park Rd  
Albany, NY 12206

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Glens Falls, NY 12801

**CRISBRO.COM**