

Meeting of the PSB RFP Subcommittee 8/19/26

Present: Richard Andre, Jim Leonard, John Stanwood, Kate Guiney (admin).

Meeting called to order 8:32 am.

Richard reported the EC hasn't been able to work on the RFP to date. The META grant, however, has been closed and the Town is awaiting reimbursement. RISE finally submitted their design of an air-to-water heat pump system for the PSB, which Richard will forward to EC. The full cost of the study was \$16k (the grant was \$25k).

He also reported the Town has engaged a firm for the technical design of the police-station HVAC via an RFP issued by the Facilities and Maintenance Committee. The firm the Town had hoped to engage didn't bid due to an RFP requirement that an in-house engineer certify designs; the firm in question sends designs to a 3rd-party engineer. The EC will bear this in mind when drafting its RFP for design of the new fire station system.

John asked whether the police station and fire station, though separate entities, both run back-up from the large, 100kw diesel generator behind the complex. Richard said both are under the same electrical account, 300-amp service. When they replace the existing air-sourced system with an air-to-water system in the police station, amperage demand won't change. However, when the oil burner in the fire station is exchanged for an air-to-water system, demand will likely be higher than current generator capacity. The Climate Leaders Technical Assistance Grant (CLTAG) study will assess this. The police station was added to the complex 10 years ago; the generator was originally intended to support the fire station alone.

As a side note, Richard said the life expectancy for most heat-pump systems is 10-12 years since they run 10 months and (approx.) 24 hours a day, wearing out more quickly than fossil-fueled systems that run only during cold months. Since both the police station and (prospective) fire station systems will be hydronic, future infrastructure will be less complicated to replace.

Richard added that Energy Logic also assessed police-station HVAC needs and found it wouldn't require anything greater than a large residential system that could be expected to cost \$500k—significantly lower than the \$2m allocated at this year's Town Meeting. Richard will distribute the Energy Logic study to the EC.

One pending decision is whether to use an Owner's Project Manager (OPM) for the assessment RFP; Richard will confer with Jen. Given the number of projects in the Town pipeline, the PSB RFP will have to be slotted in amid other RFPs. There is no deadline for use of CLTA grant money.

John recommended issuing a Request for Information (RFI) in advance of the PSB RFP as a way of soliciting feedback and interest from contractors. John will send example RFIs to Kate for use in drafting one for this project.

Action items:

- Richard will forward Energy Logic study of police station to EC
- Richard will forward RISE engineering analysis for PSB system to EC
- Richard will confer with Jen about OPM for RFP
- John will send Kate sample RFI
- Kate will draft RFI

Meeting adjourned at 9:07 am.