

Approved 12/16/22
Minutes of the Facilities Maintenance Committee
11/16/21

In Attendance: Louis de Geofroy, Greg Pachico, Scott Young, Jennifer Rand, Joe Tierney

The Committee began by reviewing a list of work projects that Louis has been maintaining to review the status of the ones not yet done and discuss what major projects need to be spec'ed and put out to bid. Louis noted the trim needs to be replaced at the Howes House, the Mill Pond Building and Station 1. Jen said the Howes House should not be worked on now as the feasibility study will be underway next week so spending money on a building now that may be fully renovated soon doesn't make sense.

Joe said the town hall is ten years old and should be painted before the paint begins to truly degrade, he added that the gutter is still not working properly and needs to be addressed. Louis said that work could be addressed at the same time as the roof repair.

Scott said it would be appropriate to focus on one building at a time versus trying to deal with the trim on Station 1 and the Mill Pond Building and then some other project for both buildings. After some discussion it was decided to pull together bid specs for the work on Station 1, as its an easier project, and while that's out to bid and underway the specs can be developed for the Mill Pond building. That project will also require Historic District approval. Work on the Mill Pond Building will include the trim, the bulkhead, the ramp and shingling.

Louis outlined the work that has been going on at the Library with the HVAC system, some of the fittings have failed, and the rest will almost certainly fail at some point. Greg asked if we have some sort of maintenance agreement and plan in place to keep up with the replacements. Jen said she had signed an agreement with Daikin for that work.

Louis also noted that he was waiting for a part from Vineyard Generator to assure that is the power went out at Station 1 they would be able to open the garage doors, right now it would need to be done by hand. Vineyard generator has the part and is waiting for time to install. The doors work fine until the power goes out then they need to be opened manually and propped open with a 2x4 to ensure clearance for the Apparatus.

In a discussion of the "work order" system of tracking projects Jen said that it had sort of fallen by the wayside over the past year. She would send a reminder to building heads to ask them to begin using them again.