

Approved 12/16/22
Minutes of the Facilities Maintenance Committee
06/09/22

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

The Committee worked through a list of projects for each building, some that have been completed, some in the works and some that haven't been started.

Regarding the Library HVAC, due to the continued problems and the constant addition of work to be done to remedy the issues Jen and Joe will meet with an outside consultant to develop a scope of work to assess the entire system. This assessment should lead to a bid package to complete the work that needs to be done.

Regarding Fire Station 1 the priorities were determined to be painting and trim repair, and the exhaust system.

The Mill Pond Building needs a new street side door and windows and the pond side window need to be replaced. This will be scheduled for a later time.

The Public Safety building needs exhaust system work and a new alarm system.

The Howes House is undergoing a Feasibility Study with the intent of renovating it, so no work will be done there except for emergencies.

A few other items were discussed on the list prepared by Louis. (below)
FACILITIES MEETING notes June 9 22

Library:

HVAC

Filters changed by LFG – I'm too old for this task. 10 hours of acrobatics/obstacle course.

One filter box should be reconfigured to accept a real pleated filter instead of green spongy stuff.

ERV cores should be cleaned esp ERV 2 & 3 See note below for more details*

Maintenance contractor needed for HVAC

Lighting list – Warren Electric is not responding, parking lot light pole, stair emergency lighting, under cabs, book drop is working again for some reason, may be other problems. like floor outlet ground on lower level.

I Still recommend a plumbing leak alarm

Gutter leak (minor) South side – inspection of gutters due by LFG

Fire Station 1:

Painting and trim replacement need contractor

New Generator, Accepted bid

Windows are aging out, some rot, 1 sash failure (repaired), glass Etched by screens?

Bay Floors: painting in progress.

Diesel Exhaust system damaged in East bay (731/770).

Electrical inspector requested permitting/inspection of all unpermitted electrical work don over the years

Alarms: Station 1 fire, CO,

FS1: lighting repair/upgrade -dive room, air room, work bench

Antenna mast pole at top bent – John Cotterill promised to take care of

The old State police Window AC unit died, Mike and I borrowed one from the library (2 purchased when HVAC was Down last summer). Will be OK for this summer's VP visit if it occurs.

Mill pond building:

Window, siding and trim rot

Exterior Doors

Remove old fan and window well E side

Exterior storm and screens>Scotty offered to do at cost

Ramp and porch - post/pier connectors rusting/rusted away, SB replaced

Siding rot repair

FS2 PSB

Trees in proximity to N side

Drainage on north side

Leaves building up regularly in NE corner of building next to meeting room. – Highway dept? I occasionally take them home for compost

Paint – exterior trim, windows N side. Facia over main entrance has primer only

Broken hardware on windows

Fire alarm – upgrade

Light pole front parking lot – john Cotterill not responding

Install utility outlet near AC compressors

Repair shore power conduit for 722

Police Station

HVAC valve manifold is installed

BTU still hasn't replaced the sheet metal condensate drip pan under the manifold in ceiling of IT rooms of end of last month. Existing protection for all Internet and phone electronics consists of plastic sheeting and scrap lumber. BTU not responding.

2 Interior lights fixtures not functioning

Howes House /COA

All heat circulator pumps were replaced by nelson mechanical – wiring was improper –Jen holding payment, nelson says it sour problem to have an electrician fix it.

Redesign committee deadlocked? Historic district issues

Town Hall:

I Still recommend a plumbing leak alarm

Window sash pins several windows

HVAC replacement Technical service closet – BTU not responding- Jen can explain

Roof repairs- per drone inspection missing asphalt shingles.

Trim repainting upcoming

Floor finishing

New Knob for existing light dimmer meeting room

Playground equipment – inspection and maintenance needed – I will have a look but a professional should be engaged. Jen was talking to someone. I fixed the last couple of problems, Mike fixed the spinning platform

Field gallery

Mike replaced the rear door and did some trim repairs

More work needed on window trim

Highway barn

HVAC maintenance?

RT refused access to me for inspection because of Covid (per jessie).

Work order tracking spreadsheet – I am trying to keep list up to date occasionally.

Most department heads ignoring process.

I have been responding to complaints and emergencies as needed.

That's all I can think of for now and I want to get this out the door so you can review it.

Louis de Geofroy

Facilities Management Contractor

6/8/22 5:20 PM Paris FR

*Library HVAC

Diakin has a part for the elevator room unit - it is currently off. I will monitor the temp this summer. Elevator is not high usage -might not be an issue.

I just changed all the filters that needed it (95 %). Last replacement was 2020/2019 by Lowe energy. A few were done by Ridgeline in April as part of their evaluation work. That took me 8-10 hours and it's an exhausting job. You have to be very agile and thinner than 10" lying on your back to get to all of the equipment. Some installs require

taping filter parts together so they hinge, one is too tight for a conventional filter and should be modified. Two of the ERV cores (air exchange ventilators) are in need of cleaning. We don't have the option of changing them out because the cores will not fit past other equipment. I found one Reflock fitting that looks like it needs changing there are most certainly others so regular maintenance is needed going forward to get anything like expect life (another 10 hrs). All Lowe was doing was changing filters - regular monitoring and maintenance will be required going forward (per Ridgeline techs) Changing out the existing system when it expires will involve large holes in ceilings and structural alterations to the framing. Eric Lowe advised me that the system design was late and three sets of contractors installed it with little coordination. Good news is it seems to be working now for all sections except the elevator machine room.