

*Approved 8/10/23*  
Minutes of the Facilities Maintenance Committee  
7/11/23

**In Attendance:** Greg Pachico, Pat Mitchell, Jennifer Rand, Joe Tierney, Louis DeGeofroy, Kate Warner, Matt Mincone, Alexandra Pratt

**Library HVAC:**

Jen said she had spoken to Ride and they expected to have a report by the third week of July, this left the question of how to proceed with the current issues. There were two options, one was to refill the refrigerant and hope it carries the building through the summer the other was to track down the current leak and do a potentially much larger repair. Alexandra said she was comfortable with refilling the system as that should get them sorted until fall. After some discussion the Committee determined the best course of action was the lesser one, with the addition of replacing or cleaning the filters. Kathy asked what the timing was for the large Library HVAC project. Jen said she didn't know but likely fall.

**Police Station Heat/AC:**

Jen asked about the specifications for the work that needed to be done. She said she had tried to turn the work Energylogik did into a bid spec but it wasn't clear, it seemed more to be a list of things we needed to do before specs could be written. Matt asked why we weren't just using BTU to fix the stuff they identified as an issue, Jen noted bidding requirements. Matt asked if maintenance was going to be included in whatever was done because he noted the filters hadn't been changed and he didn't know if he was supposed to be cleaning them. Louis said he normally does it but when he offered in the past Skipper had told him they would take care of it. Louis will look at the filters after the meeting. Jen noted that she has to bid on the work and BTU will be able to bid for sure. After some further discussion Jen will draft up the outline of specifications for Joe and Louis to fill in the gaps so the project can go out to bid.