

**PLAISTOW PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
December 30, 2014**

The Plaistow Public Library Board of Trustees held a Special meeting at the Public Library on Tuesday, December 30, 2014.

Present: Catherine Willis, Chair
James Peck, Treasurer
Jane Query
Michelle Sykes, Alternate, President, Friends of the Library

Absent: Jennifer Kiarsis, Secretary
Luann Blair
Rosemarie Bayek, Alternate

Others Present: Cab Vinton, Library Director
Gail Martin Swiderski, Minute Taker

Call to Order

Catherine Willis called the special meeting of the Board of Trustees to order at 10:47 am. In Jennifer Kiarsis' absence Michelle Sykes was appointed as a voting member.

The purpose of this meeting is to encumber funds from 2013 and 2014.

Jim reported that he submitted a check to the Town in the amount of \$14,400 representing the unspent legal fees that had previously been budgeted. He reported that there is \$42,308.64 in the checking account for encumbering. Unspent 2013 encumbered funds of \$35,660.00 represented as follows:

	Enc.	Spent	Unspent
Audio Visual Upgrades	\$ 2,000.00	\$2,000.00	\$ 0.00
Luis Montalvan Author	\$ 1,500.00	\$1,500.00	\$ 0.00
HVAC Testing & Upgrades	\$11,500.00	\$4,840.00	\$ 6,310.00
HVAC Upgrades	\$29,350.00	\$ 0.00	\$29,350.00

Unspent 2014 appropriations of \$6,648.64 for a total \$42,308.64 funds to be encumbered.

Catherine asked if all available funds should be encumbered solely for the HVAC upgrades, etc. There was a general discussion

Cab reported that he has drawn up a Memorandum of Agreement (unsigned) for Howse Corporation for the proposed enhancement to the Library's HVAC System as described in the Library's Request for Proposal dated November 24, 2014 and referenced in the Contractor's Proposal dated December 30, 2014.

Cab presented a letter of proposal from Howse representing a total cost of \$43,500 with additional recommendations based on a second walk through totaling \$4,500 (VFDs and DP). Background on Howse, they have been in business since 1995, 36 full time employees, their annual volume is \$8 million, there are 17 licensed electricians, 9 apprentices, 4 engineers, 2 cad engineers, 2 estimators and 2 secretaries. Cab read off a list of jobs that Howse has contracted on including, Anna Jacques Hospital, Curry College, Beverly Hospital, etc.

Cab introduced Mike Castagna of Castagna Consulting Group, Mike has been contracted to do a facilities condition assessment of the Library. He is at this meeting to give insight and answer questions regarding the HVAC issues and proposed repairs/upgrades.

Mike reported that he has worked with Howse Corporation for 10 years, some jobs were very complicated, they are trustworthy, what they provide is cost effective and they are bringing systems into present day technology, ease of monitoring and adjustment with a savings in energy, with the system paying for itself within 4 years.

Mike reported on the evaluation of the present HVAC system. It is 15 years old, issues involved in trying to tie in new technology with an older system. On the control side a brand new system would be installed, as opposed to attempting to tie the old with the new resulting in expending more money in the future.

Mike went into great detail to explain the problems with the current control system, lack of efficiency, etc.

Cab distributed a handout from Castagna Consulting on immediate cost issues in addition to controls cost and upgrade and repairs totaling \$23,500. Mike explained that these items of additional work should go hand and hand with the control work. Jim inquired as to the importance of installing new sensors at this time. Mike explained that the new sensors are what will make the system more energy efficient, the CO2 sensors will regulate outside air; there will be an energy cost savings in fuel and electricity. Mike addressed the pump motor replacement to variable speed pumps (this change could possibly be deferred for a year but would certainly have to be done eventually).

Catherine stated that the proposed improvements presented totaled \$71,500, there are available funds of \$42,308.64; do the Trustees want to encumber these funds specifically for the HVAC when only a portion of the work is affordable or does this work go on the Capital Improvement Plan?

There was a general discussion of what could be accomplished with the funds available, would it be helpful to the present system or is it necessary to do all of the suggested work now for a total of \$71,500?

Mike stated that there were a couple of line items that could be pulled out saving \$3-4,000 but if everything isn't done in conjunction with the control system there would be just a half a system and no benefits. There is a line item (\$6,000) for a certified air and water balance (independent company, not part of Howse), once the new control system is installed the entire building needs to be balanced. Mike indicated that these line items are his recommendations, they were not included in Howse proposal because they were not part of the original RFP which was strictly for the control package.

Line item #5 Boiler room drain modification was questioned. Mike explained that the mold on the back wall is a result of a pressure valve that sits on top of the drain in front of the expansion tank with a standard grade cover over it with a pipe, when water comes out of the pipe at high pressure it isn't going into the drain it is splattering all over and getting under the wall creating the mold.

Mike indicated in the process of doing his facility evaluation he feels that there are no major issues, those issue being addressed are standard maintenance and some deterioration of materials that typically happens over time. The control package is major, a new roof is major (should be replaced in 3-5 years). He mentioned the two outside doors going into the Nelson Room are rotted and rusted and need to be replaced in the spring/summer, these will be addressed in Mike's report along with other maintenance issues.

Howse will provide training on the system, they will be available 24/7, guarantee of one year on parts, labor along with the technical support.

Mike indicated that the control package and VFDs (variable flow drive) are eligible for rebates from Unitel, Mike will pull together the paperwork for these rebates.

Catherine questioned the need for a backup boiler. Mike indicated that the boiler is in very good shape, better than 10+ years of life still in the boiler. Any new boilers installed can be hooked up to the new control system as well as any additional boilers that may be installed in future expansion of the Library.

Mike indicated that the Trustees will have a draft of his report by January 17, 2015 with the final report submitted the first of February. Mike will review the Memorandum of Agreement that Cab drew up before submitting to Howse for signature. Mike will return at a future date to review his report and recommendations.

Considerations

Catherine questioned how much of the project is affordable and if what is affordable will make a difference without doing the entire work recommended? There are essentially three parts to the upgrade of the complete HVAC system, Part 1 \$43,500, Part 2 \$4,500 and Part 3 \$23,500. Committing to encumbering the \$43,500 would be committing to the total \$71,500 for the entire system.

Catherine indicated the balance beyond encumbered funds would have to be taken out of the Library's own funds. There was a general discussion on what the Library can afford to take from their own funds bearing in mind that Unitel may rebate some of these funds. It was discussed that the line items in Part 3 be prioritize to be performed in order of priority, ask Mike what, if any, of the items can be deferred.

Catherine made a motion to use the encumbered 2013 funds of \$35,660.00, the unspent 2014 funds of \$6,648.64 totaling \$42,308.64 for the installation of a new boiler Control System as represented by the Howse Corporation proposal dated December 30, 2014. Motion was seconded by Jim Peck; Ayes 4, Opposed 0, Abstentions 0.

The next regularly scheduled meeting of the Board will be Tuesday, January 13, 2015 at **10:30 am.**

Adjournment

A motion was made by Jim Peck to move to adjourn at 12:53 pm, seconded by Jane Query; Ayes 4, Opposed 0, Abstentions 0.

Respectfully submitted,

Gail Martin Swiderski
Minute Taker