

Sterling Senior Center Building Committee

Butterick Municipal Building – COA Room

March 17, 2016 – 6:30 PM

MINUTES

Members present: Chair Maureen Cranson, Vice Chair Michael Padula, Bob Bloom, Kevin Beaupre,

Members absent: Richard Maki, Ron Cote

Also present:

Sean Hamilton, Manager, Sterling Municipal Light Dept.
Chip Hallet, Consulting Contractor to the Sterling Energy Committee
Michael Josefek, ACG
Peter Turowski, Turowski2 Architects
Libby Turowski, Turowski2 Architects

Ms Cranson opened the meeting at 6:31 pm. She then reminded all of Richard Maki's notes regarding the new building.

Report from Turowski2 Architects:

Mr. Turowski reported that he and Ms Turowski had met with Mr. Ed Shea, BSI project manager. BSI has completed most of the punch list.

- They've installed another rod in the exterior doors.
- Turowski2 has ordered weather stripping for the doors.
- Light in the bathroom has been changed to a 32 watt CFL- was 24 watt. The bathroom seems brighter.
- BSI reports that the asphalt plant opens on 4/15.
- The conduits in the back of the building have been cut to ground level and capped
- BSI is aware of the downspout and gutter issues - sub should be out to look at them next week.
- BSI Installed screws and performed other clean up in the kitchen.
- Occupancy permit was issued last week.
- BSI will also adjust/fix two windows on the south side of the building.
- Turowski2 has directed the contractor to order and change out the sheaves, belts, pullys to slow down the air flow. Flow is about 15% higher than specified.

Mr. Josefek said that he and Mr. Turowski had a discussion with, RDK, the engineering firm that designed the HVAC system, and covered the HVAC issues and possible solutions. The solution is flow adjustment using the newly ordered parts. Committee Mr. Bloom agreed with the air flow fix but asked about a solution to the high electric bill due to the HVAC system. Ms Cranson further stated that the bill was quite high for an unoccupied state. Mr. Josefek did not feel this to be an issue since the bill belongs to BSI. Mr. Hamilton, SMLD, disagreed and said that the high bills will be assumed by the town when the building is accepted and occupied. He explained that the bill is high because the system air handlers had been programmed to operate continuously during the occupied mode setting which is from 6am to 6pm. Spending \$1300 on electricity for an empty building is not right he stated. The HVAC schedule was changed to

unoccupied for 24hrs a day as a temporary fix.

Mr. Bloom stated that fixing the air flow is only part of a solution to control the costs and that on April 4 when the building is occupied, the HVAC program will revert to continuously running air handlers during the 6am to 6pm period. It was suggested by Mr. Josefek to change the HVAC program based on the number of people in the building, however, it was generally agreed that this is not a practical fix. Discussion followed that the proper way to control the system is to use CO2 sensors, however, the sensors were not part of the HVAC package but could be incorporated. Mr. Josefek's stated that he questioned RDK about the HVAC design. Mr. Turowski responded that the customer is free to hire a "commissioning" or third party agent to inspect the building design.

Ms Cranson asked energy consultant Mr. Hallet to comment on the HVAC issue. He said that he did not spend an extensive amount of time examining the system but from his observation, he felt the system was constructed quite well and he believes the modified sheaves, pullys and belts will help control the air flow. Mr. Padula asked Mr. Hallet to speculate on our expense after a 3 month study if the building had CO2 sensors, however, Mr. Hallet declined to guess. Mr. Padula went on to say that changing the program as occupancy changed was not a good idea. Mr. Hallet said that, in addition to CO2 sensors, there are a number of options available including when lights are on.

Mr. Padula asked Mr. Hamilton if we can expect the electric bill to go down with the changes. Mr. Hamilton replied that he saw a reduction by half when the program was changed to unoccupied. Adding CO2 sensors will certainly help with electric bill reduction. Mr. Hamilton stated that in addition to helping answer questions related to the HVAC issues, he was directed by the Sterling Energy Committee to address other energy issues with the new center early on. Because of the center's high electric bill, he wants to see this problem corrected now. Mr. Hamilton also stated that although the lights are sensor controlled, they appear to be coming on at various times with no one in the building. Ms Turowski stated that the general contractor believes one sensor is not working well and the electrician will be coming back to make further adjustments. Mr. Hamilton and Ms Cranson both stated noise and/or motion from traffic or air ducts might be causing the sensors to activate. Ms Cranson asked about the lights in the hallway always on. The general response was that this is a safety issue.

Mr. Bloom asked about the placement of two motors in the system. Mr. Hallet explained that the second fan motor is placed in line with the air going to the air handler and may be part of the balancing problem. Because one is pushing air into the other, both must be run. Mr. Hallet believes the motor could be better positioned for optimal performance. He further stated that the motors are positioned according the design and, while he is not an engineer, it is not something he has seen before. Mr. Josefek said that "because of the twists and turns of the system", the contractor may have asked the engineers if the motor could be repositioned. Mr. Josefek also questioned whether the second motor could be turned off. Mr. Hallet said that is not possible because the second motor is in line and would create a restriction. Mr. Turowski then read an email response from the engineering firm, RDK, regarding the placement of the motors. The motors are so placed for the proper operation of the economizer. Mr. Josefek stated that it is important to get the airflow adjusted and the program corrected first and then re-evaluate.

Mr. Hamilton said that the neighbors have accepted the modified parking lot lights. Ms Cranson agreed and said she has received a number of complements on the lights.

Mr. Josefek then returned to the HVAC programming and suggested that the system program be based on the Senior Center schedule and events. He stated that the director should know

the occupancy load and, therefore, can adjust the program accordingly. Mr. Bloom disagreed and said that continually changing the program based on the number of people that may or may not be in the building is not realistic. Ms Cranson stated that the committee will evaluate the building usage for the first few months to get a better understanding of the occupancy.

Mr. Hamilton suggested the committee really consider installing CO2 sensors. Doing so removes the human factor and error from controlling the system. Ms Cranson agreed and further stated that continual changing cannot be good for the system. Mr. Beaupre inquired whether the sensors are just something that get plugged in and if they are simple to install. Since Mr. Turowski and Mr. Josefek will be talking to the engineering firm about the system, we should have the engineering firm configure the system with sensors. Mr. Josefek said the sensors are about \$200 a piece. Mr. Padula suggested we install them now while the money is still available. Mr. Josefek agreed and said the goal of keeping the project under budget has been achieved and now is the time to spend a little more money to make the building and system better. He speculated that the added cost should be no more than \$1200. Mr. Turowski confirmed that the big issue is to regulate the amount of make up air using the control sensors and adjusting the CFM reduction. Ms Cranson suggested we have the CO2 sensors installed along with the CFM reduction equipment. Mr. Padula questioned whether the warranty would be void if the engineer said no and we went ahead and installed the sensors anyway. Mr. Turowski said he believes that RDK would only say no if they thought the sensors would be ineffective. Mr. Bloom stated that programming the system to incorporate the sensors is also part of the install and not just the new hardware. Ms Turowski assured the members that the install would include programming as well.

Mr. Hallet stated that he and Mr. Hamilton were looking at other savings in the building. The hot water heater is now set for 160 degrees and runs this way 24 hours a day. A timer could be used to control heating the water only during the hours needed or the occupied period. Ms Cranson added that the heaters in the vestibule and mechanical room could be turned down. Mr. Hallet thought there might be duct work in those areas or easily added eliminating the need for heaters. He added that the water heater could also be controlled by a relay connected to the cafeteria lights. Ms Cranson corrected Mr. Hallet stating "we don't call it a cafeteria. It's a dining room". Mr. Hallet said he stands corrected.

Ms Turowski said she and Mr. Turowski were at the building finishing up the punch list which is near complete except for the windows and the ongoing issue with the weather stripping. Mr. Josefek said that Pella has a fix for the window which should resolve the problem.

Speaking to the issue of the exterior doors, Mr. Turowski stated that the doors were specified to have a top and bottom latch. However, in the submittal process, an error was made due to the confusing nature of the order information. Consequently, the doors were built with only one pin at the top. All exterior doors now have two pins and are working quite well.

Mr. Padula mentioned the issue of the gutters raised in Mr. Maki's notes. Mr. Bloom stated that it was Ed Shea's belief that the leaf guards on the gutters could be acting as a block to the heavy volume of water coming off the roof. Some discussion about the need for leaf guards followed and it was decided to wait until the sub-contractor inspected the gutters in a few weeks.

Mr. Beaupre inquired about feedback to the building committee regarding the preceding issues - HVAC CFM reduction, CO2 sensors and gutters. Ms Cranson stated that Turowski2 and ACG would consult with RDK and BSI and provide information via email. Mr. Turowski and Mr. Josefek believe the issues will be closed out by mid April.

Ms Cranson asked about the electric bill for the months of January and February. Mr. Joesefik said the bills belongs to BSI however Mr. Turowski questioned whether the contractor owned the February bill. Mr. Josefek stated that the owner takes possession of the building when the architect determines by law that the building is substantially complete. Mr. Turowski stated he would forward documentation pertaining to substantial completion to Ms Cranson.

Ms Cranson asked about a document from BSI. Mr. Josefek stated that the document is a BSI internal audit of work and payments made to BSI. He stated that ACG would handle the inquiry.

Ms Cranson stated that paving the parking lot needed to be coordinated with Senior Center operation. Mr. Josefek stated there should be no traffic on pavement for two days. Ms Cranson then stated that the best day would be Friday because the center closes at noon thereby allowing several days with no traffic.

Ms Cranson stated that WB Mason informed her by text that the new furniture will be delayed. She stated that Mason offered loaner furniture so the center could open on April 4. No decision has been made.

Ms Cranson asked about the network and phone system at the new senior center. Mr. Bloom stated that wired and wireless network is in and configured and that the phone system has been installed and ready to be activated. The activation is set for April 1 on which date the phone numbers in the current senior center will be transferred to the new senior center. Mr. Bloom then asked if any decision had been made on a key code access to the new building. Ms Cranson said no decision has been made but she has discussed access with American Alarm.

Ms Cranson thanked ACG for their donation of a very large television in the multi-purpose room at the Senior Center.

Ms Cranson then read two bills: Turowski2 submitted a bill for \$13,337. Westerman submitted a bill for \$1697 taken from the state grant of \$65,000.

Mr. Beaupre asked that the committee be provided a budget breakdown indicating how the money has been spent and expressed concern that there still remains work to do. Ms Cranson stated that contributions have been made from others including the Friends of Sterling Senior and that there is about \$30,000 in the budget for landscaping. Mr. Padula reminded the committee that the patio and path to the school also need to be completed. Additionally, Ms Cranson stated that we may need to expend a bit of money on third party commissioning on the new building. A decision will be made after the HVAC is modified. Mr. Josefek further explained that the third party would need be a qualified HVAC contractor/engineering firm who will verify the system installation and design. Mr. Turowski stated that commissioning should be done before the year warranty period has expired.

Mr. Turowski suggested that once landscaping is started, Ms Cranson should coordinate with the landscape architect to insure the plantings and general work are performed according to the plan. Ms Cranson agreed. Ms Cranson also stated that signage for the facility also needs to be considered and will be seeking donations for that project.

Mr. Bloom motioned to adjourn and seconded by Mr. Beaupre. Meeting adjourned at 8:12 pm.