

# 2021 ANNUAL REPORT

## *Facilities Department*

### *Annual Report*

#### *Accomplishments January 2021 through December 2021*

##### ***Town Wide***

- Supported all CDC recommendations and provided personal protective equipment (PPE) to all buildings and schools as needed
- Hired new personnel for Facilities team which included: Director of Facilities, David Blazon; Facilities Manager, Ian King; and Administrative Coordinator, Cheryl DiRocco
- Created new position Systems Manager and promoted Dana Gillis to fill the role
- Underwent OSHA 10 Training and Certification for all Facilities staff
- Arranged for all Facilities staff to attend Adult and Infant CPR Training
- Ensured that all inspections were performed, licenses issued, and service codes followed for all of the elevators, fire extinguishers, fire alarm systems, smoke alarms, sprinkler systems, stove hoods, etc.
- Maintained strict inventory control over 500 air purifiers which included exact locations within buildings, dates received, and dates filters were changed

##### ***Police Headquarters***

- Continued general COVID-19 preparedness per CDC recommendations
- Prepared new dehumidification project
- Repaired roof over Chief MacIsaac's office

##### ***FDHQ***

- Patched concrete apron
- Pumped out and cleaned the oil/water separator
- Rebuilt AHU2 and repaired AHU1
- Repaired garage doors and performed total preventative maintenance on remaining doors
- Repaired heating circulator that failed

##### ***FDSS***

- Cleaned and sterilized all of the HVAC ductwork
- Pumped out and cleaned the oil/water separator
- Repaired GE oven and GE Monogram refrigerator

##### ***DPW***

- Fixed numerous garage doors
- Installed new LED exterior lighting
- Installed new gas furnace in Building Six
- Repaired emergency generator exhaust

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- Provided partial funding of new gate at Concord Avenue leaf dump transfer station
- Repaired numerous roof issues
- Swapped out 12 propane regulators due to manufacturing recall

## ***Beech Street Senior Center***

- Continued general COVID-19 preparedness per CDC recommendations
- Installed new electric door closer
- Reposted wooden perimeter fence
- Relamped all exterior lights to LED
- Recarpeted main entrance
- Installed new lighting in recreation room over pool table
- Replaced geothermal heat pump

## ***Public Library***

- Continued general COVID-19 preparedness per CDC recommendations
- Installed/upgraded lighting to state-of-the-art interior and exterior LED
- Upgraded two circulator heating pumps

## ***Town Hall***

- Continued general COVID-19 preparedness per CDC recommendations
- Installed new 20-ton AC unit
- Installed new AC unit compressor for Credit Union
- Renovated boardroom for Select Board
- Upgraded building management system (BMS) and dampers building wide
- Completed chimney and roof study for planned repairs

## ***Homer***

- Continued general COVID-19 preparedness per CDC recommendations
- Repaired roll-up security door in Recreation Department

## ***School Administration Building***

- Continued general COVID-19 preparedness per CDC recommendations
- Installed new water heater
- Performed major repair on dry sprinkler system
- Built one new office and modified an existing office

## ***Belmont High School***

- Continued general COVID-19 preparedness per CDC recommendations
- Provided personal protective equipment (PPE) according to CDC guidelines
- Cleaned out old high school
- Supported distribution of surplus school items
- Moved weight room equipment from old high school to temporary storage in the summer and then back to new high school for the fall semester

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- Moved school assets to ice rink for summer storage
- Worked with contractors/vendors to ensure that building was operational and ready for occupancy
- Coordinated move to new high school and transitioned seamlessly
- Added new 32-foot scissor lift to equipment inventory
- Underwent extensive training with staff to learn all of the building's new technologies
- Certified additional staff member for CPO pool license

### ***Chenery Middle School***

- Continued general COVID-19 preparedness per CDC recommendations
- Provided personal protective equipment (PPE) according to CDC guidelines
- Installed new elevator which included emergency battery-powered lowering service
- Refurbished and upgraded all elevator controls
- Installed PV solar panels on roof
- Performed inspections and roof repairs
- Replaced three rooftop exhaust fans
- Replaced compressor for cafeteria AHU unit
- Replaced OS&Y valve for irrigation system
- Installed new high-efficiency domestic hot water tank
- Added two 20-foot storage containers for surplus classroom furniture
- Upgraded security system to enable immediate police notification
- Converted gym lights and stage lights to LED lighting

### ***Mary Lee Burbank Elementary School***

- Continued general COVID-19 preparedness per CDC recommendations
- Provided personal protective equipment (PPE) according to CDC guidelines
- Upgraded building management system (BMS)
- Completed installation of two Lochinvar high-efficiency boilers (for total of four) for heat and hot water
- Completed insulation of mechanical pipes
- Removed unused oil tanks
- Replaced multiple exterior doors
- Installed 120-gallon Lochinvar indirect water heater
- Installed new entryway carpet tiles
- Provided playground spec wood chips

### ***Daniel Butler Elementary School***

- Continued general COVID-19 preparedness per CDC recommendations
- Provided personal protective equipment (PPE) according to CDC guidelines
- Converted incandescent bulbs to new LED lighting on ground level
- Added new storage shed
- Upgraded security system
- Completed upgrade of building management system (BMS)
- Installed two new Lochinvar high-efficiency boilers

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- Completed insulation of mechanical piping
- Completed removal of non-working generator and old oil tank
- Installed new shades
- Assisted with cleaning out attic and removing old files and surplus items
- Restrung flagpole and rebuilt components

### ***Roger Wellington Elementary School***

- Continued general COVID-19 preparedness per CDC recommendations
- Provided personal protective equipment (PPE) according to CDC guidelines
- Performed ongoing roof repairs
- Repaired fencing
- Relocated various school furniture and equipment
- Performed playground inspection
- Made numerous replacements and upgrades to playground equipment and structures
- Added 20-foot storage container for surplus classroom furniture
- Upgraded security system

### ***Winn Brook School***

- Continued general COVID-19 protocol per CDC recommendations
- Provided personal protective equipment (PPE) according to CDC guidelines
- Installed four new Lochinvar high-efficiency boilers
- Installed two Lochinvar 120-gallon indirect heaters
- Completed upgrade of building management system (BMS)
- Completed insulation of mechanical piping
- Replaced exterior doors
- Installed new shades
- Supported the filming of a 20<sup>th</sup> Century Studios movie
- Brought in 20-foot storage container for surplus school equipment
- Upgraded security system

### ***2022 Goals***

- Complete Facilities team with hiring of the following positions: Facilities Supervisor, HVAC Technician, Plumber, and Carpenter
- Continue fire alarm system upgrades
- Continue public address system upgrades
- Find new vendor for shredding services
- Continue with certifications and training for all staff
- Renew contracts and service agreements with vendors as needed
- Perform chimney and roof repairs at Town Hall
- Rebuild existing windows at Butler and apply window film on the west facing ones
- Install paddle fans in classrooms at Winn Brook
- Replace geothermal heat pump at Wellington and perform retro commission
- Continue improvements on cameras and security system in all buildings