

Town of Lyme  
Building Maintenance Committee  
Tuesday April 12<sup>th</sup>, 2011  
8:00am Town Offices Conference Room

Present: Steve Campbell, Dina Cutting, Frank Bowles, Michael Woodard and Richard Vidal.

1. Frank called the meeting to order at 8:00am.
2. The minutes for March 15<sup>th</sup> were approved as submitted.
3. The next meeting will be Tuesday, May 10, 2011
4. Highway garage: The committee discussed the priority of installing a standby generator with reference to the overall priorities for urgent maintenance and/or correction of issues in other town structures. A final priority list will be developed and at our next meeting. We also discussed a proposal from Cole electric for a standby generator for the town garage. The proposal specifies a 120/240V 28KW Liquid-Cooled, 1800 RPM generator. This is a very good type of generator, but it may be high-end for this application. All of the other town buildings which have generators use 3600RPM air-cooled units. The concern with reference to the Highway garage is use of the welders when running on emergency power. We will discuss this question further at our next meeting with specific reference to the role of the committee as a source of potential expertise for technical decisions about work on town buildings.
5. Priorities list: We reviewed Frank's spreadsheet of known building issues and identified the following as major concerns having to do with life safety and/or liability associated with rentals or public buildings:
  - a. Safe water supply for the Town offices and Pike house
  - b. Generator for the Highway Garage
  - c. Driveway drainage issues and basement water in Pike house at 1 High St.
  - d. Study to develop options for a second means of egress from the library basement and re-design of rear upstairs exit to meet code.
  - e. Status determination for boilers in the Highway Garage due to life safety issues.
6. Frank will distribute the building issues list in PDF format so that committee members can review it and make rankings for next month's meeting.
7. We discussed the desirability of creating a standardized Request for Proposals (RFP) form for projects that require a significant capital expenditure, permits and/or engineering or architectural supervision. Frank noted that the heating system in the Highway Garage is a good example of why professional supervision is sometimes required to ensure compliance with building and life-safety codes. We will discuss RFP's in more detail at the next meeting. Frank passed out a draft RFP for drainage work at 1 High St. as a possible model.
8. The need for additional insulation in the fire station roof was briefly discussed. A load analysis of the roof structure will likely be required before any significant amount of insulation is added.

The meeting adjourned at 8:55 AM.

Submitted by Frank Bowles