

DATE: JULY 7, 2017

F918

TO THE MILLIS FINANCE COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE RESERVE FUND  
(0113252-579000) IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASSACHUSETTS  
GENERAL LAWS:

1. AMOUNT REQUESTED: \$4000
2. TO BE TRANSFERRED TO:  
520240 - Building Repairs HVAC Supervisory Controller R  
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC  
PURPOSE): Please see attached document.

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE  
FOLLOWING REASONS: Please see attached document.

(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

Alex Lent  
DEPARTMENT HEAD/CHAIRPERSON

July 7, 2017  
DATE

THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT

PRESENT BALANCE IN SAID LINE ITEM:

\$ 6,000.00 5,714.17

TOTAL BALANCE IN BUDGET:

\$ 136,104.00 57,085.39

[Signature]  
TOWN ACCOUNTANT

7/7/17  
DATE

RECOMMENDATION OF THE TOWN ADMINISTRATOR

☐ RECOMMENDED

☐ NOT RECOMMENDED

COMMENTS:

[Signature]  
TOWN ADMINISTRATOR

7-10-17  
DATE

FINANCE COMMITTEE ACTION

DATE OF MEETING

NUMBER PRESENT

AMOUNT APPROVED \$

Reserve Fund Transfer Request from Millis Public Library  
Additional Documentation  
July 7, 2017

THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE):

This \$4000 will fund the purchase and installation of a new Johnson Controls FX-30 controller with licenses for N2 and Bacnet, which will connect to the Library's existing HVAC system.

THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS:

The new Millis Public Library building was dedicated in September 2013, less than 4 years ago. Our HVAC system has been functioning satisfactorily throughout that time and is serviced by Commercial Boiler annually. There were no indications that this major component of our HVAC system was failing and no reason to expect that it would fail after such a short amount of time.

When Commercial Boiler – which was not the company to select or install the Library's HVAC system – inspected the Library's HVAC system after Library staff noticed that attempted changes made to system settings (for example, setting a room to be a few degrees cooler) were not were accepted, Commercial Boiler discovered that the Supervisory Controller had failed. The Supervisory Controller is the part that interfaces with all the other components of the system. Without this component, we are not able to make changes (for example, going into the system and permanently switching one room from 68 to 70 degrees) to the system. Additionally - and more importantly - the system is not able to make already scheduled changes to itself. For example, the system was not able to turn off the heat in the book drop and A/V rooms because the supervisory controller, being broken, was not able to tell the heating units in those rooms to switch off. In order to shut the heat off in those rooms, we had to turn off the heaters' electrical circuits in those areas. This is obviously a band-aid solution. We're stable at the moment, but we need to have this situation remedied before the weather turns cold.

Commercial Boiler contacted their factory rep, asking if the part could be repaired. The rep indicated that not only could it not be repaired, it is no longer being manufactured and will be completely obsolete in a couple of years. The Johnson Control FX-30 controller Commercial Boiler recommends is the most current option that will work with our system, meaning that it is the option that is most likely to last the longest. Critically, it is also modular, meaning that if a component of it fails, we can replace only that one part rather than the entire controller.





# Commercial Boiler Systems, Inc.

Mechanical Contractors

May 31, 2017

Mr. Alex Lent  
Library Director  
Millis Public Library  
961 Main Street  
Millis, MA 02054

Re: Building Controls

Dear Mr. Lent,

Thank you for the opportunity to provide you with a quote for the replacement of the energy management system controller for your building. The existing unit is no longer functional and cannot be repaired.

We would provide you with a new Johnson Controls FX-30 controller with licenses for N2 and Bacnet to connect to your existing system. I will install the controller and upload the existing control program to the unit test out functions and turn over to you.

The cost for the scope of work mentioned above is \$4,000 (Four Thousand Dollars) for parts and labor.

Thank you for the opportunity to quote on this project and please feel free to contact me with any questions. I look forward to speaking with you soon.

Sincerely,

Brian J. Sennett  
Sales and Service Manager

/mv

**Please Note:** This price does not include any removal of asbestos, lead or other hazardous material, if required. All prices are valid for 30 days from date of quotation and are for normal business hours. At the clients request we will provide you with a quotation for off hour rates.