



TOWN OF MILLIS

Craig W. Schultze, *Chair*
 Ellen Rosenfeld, *Vice Chair*
 Erin T. Underhill, *Clerk*

OFFICE OF THE SELECT BOARD

Veterans Memorial Building (VMB)
 900 Main Street • Millis, MA 02054
 Phone: 508-376-7041

Michael J. Guzinski
 Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
 Assistant Town Administrator/
 Human Resources Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA THURSDAY, AUGUST 31, 2023; 10:30 AM MILLIS PUBLIC LIBRARY – ROCHE BROS ROOM

	Topic	Time	Speaker
I.	Call to Order	10:30 AM	Vice Chair Rosenfeld
II.	Appointments/Scheduled Business		
23-174	Appoint Full Time Dispatcher	10:30 AM	M. Guzinski
23-175	Approval of FY24 HVAC Preventative Maintenance Contract @ Town Buildings	10:40 AM	M. Guzinski
23-176	Meet & Greet with Congressman Jake Auchincloss	10:45 AM	Select Board
III.	Adjournment		

Proposed Upcoming Meeting Schedule

Date	Time	Location
Thursday, September 14, 2023	7:00 pm	Room 229 VMB
Monday, September 25, 2023	7:00 pm	Room 229 VMB
Thursday, October 12, 2023	7:00 pm	Room 229 VMB
Monday, October 23, 2023	7:00 pm	Room 229 VMB
Monday, November 6, 2023	TBD	MS/HS Library Fall Annual Town Meeting
Monday, November 20, 2023	7:00 pm	Room 229 VMB
Monday, December 4, 2023	7:00 pm	Room 229 VMB
Monday, December 18, 2023	7:00 pm	Room 229 VMB



Christopher J. Soffayer
Chief of Police

Millis Police Department

Town of Millis
Commonwealth of Massachusetts



1003 Main Street
Millis, Massachusetts 02054
Phone: 508-376-5112
Fax: 508-376-6220

8-29-2023

Mr Guzinski,

Dispatcher Moran has resigned from the Millis Police Department as a full-time public safety dispatcher. I ask that you consider Ms. Liana Lodola for the position of full-time public safety dispatcher. Ms. Lodola has a robust resume that highlights many signature strengths and skills.

Ms. Lodola has worked for the last 5 years with the Holliston Police Department as a public safety dispatcher. She holds a degree from Bridgewater State University in psychology and early childhood education.

Ms. Lodola did more than dispatch while she was in Holliston, she managed the department website, social media, and training. In addition, she was a liaison with the Detective Division and assisted with intelligence gathering for investigations.

Ms. Lodola will be a fantastic addition to our team, I appreciate your consideration.

Respectfully,

Christopher J Soffayer
Chief of Police

August 9, 2023

Millis, Town of
900 Main Street
Millis, MA 02054

Attn.: Karen Bouret DeMarzo and John Engler:

Re: Preventive Maintenance Millis Town Buildings

We are proposing to perform HVAC preventive maintenance service and HVAC emergency services as requested and outlined in your original request for proposal. Please note that inventory for the equipment noted in the original RFP was not correct. Several of the buildings had more equipment due to inaccurate counts and in some cases newly completed construction and HVAC systems have been installed. I have priced the buildings individually as well as listing the associated equipment. This proposed pricing covers the additional equipment and reflects the equipment that was removed. Please see our scope and pricing below.

Scope of Work:

Renaud HVAC & Controls, Inc. Inspection and Preventative Maintenance Program is designed for our customers to insure the proper and efficient operation of their heating, ventilating and air conditioning systems. This comprehensive program is completely administered by Renaud HVAC & Controls, Inc. The maintenance tasks and service activities are based upon our own expertise as a mechanical services contractor, the recommendations of equipment manufacturers, system design and application.

INSPECTION AND PREVENTATIVE MAINTENANCE

Inspections of equipment and systems are pre-scheduled and will be performed regularly throughout the Agreement period. Inspections include the testing of the system components to determine equipment status. Needed repairs of deficiencies that are uncovered during the course of inspections are noted and handled in accordance with prompt repair procedures.

Preventative Maintenance will be performed professionally and in a thorough manner. **The intended result of Renaud HVAC preventative maintenance is to increase equipment reliability, life expectancies and operating efficiencies.**

Listed below are typical preventative maintenance tasks.

Cooling Visit:

- **LUBRICATION MAINTENANCE**—oiling and greasing of motors and fan bearings, oiling and lubricating damper linkages. Replacing and adjusting fan belts.
- **CLEANING**—condenser coils, evaporator coils and condensate drains.

- **TESTING / CHECKING**—operating refrigerant pressures on split systems; check and adjust superheat settings as required, voltages and amperages of motors and compressors; proper control sequencing; electrical connections; rotation; contactors and starters. Check on the overall operating performance of cooling systems.
- **CONTROL CALIBRATION AND ADJUSTMENT**—of pneumatic temperature controls, refrigeration controls, pressure controls, operating controls and safety controls.
- **Filter Change-** Media filters will be changed/washed on air handling equipment.

Heating Visit:

- **LUBRICATION MAINTENANCE**—oiling and greasing of motors and fan bearings, oiling and lubricating damper linkages. Replacing and adjusting fan belts.
- **ADJUSTING AND FINE-TUNING**—of all heating system parameters, oil burners, gas burners and combustion air systems.
- **TESTING / CHECKING**—of voltages and amperages; Check operation of Economizer systems and adjust as necessary, Check on the overall operating performance of heating system.
- **Filter Change-** Media filters will be changed/washed on air handling equipment.

EXCLUSIONS AND SPECIAL CONDITIONS

- Work to be performed during normal working hours. 7:00am – 3:30 PM Mon-Fri.
- Extra work above and beyond the inclusions of the contract, once approved, will be billed on a time and material basis. Rates per TRD01 Tradesperson Installation, Repair, Maintenance Services.

Location - Covered Equipment:

Town Hall:

- 1 - Air cooled Chiller
- 3 - High Efficiency Boilers
- 2 - System Pumps
- 6 - Unit Ventilators (2 added)
- 2 - Air Handling Units
- 60 - Fan Coil Units
- 7 - Cabinet Unit Heaters
- 1 - Make Up Air Unit (Gym)
- 1 - Water Treatment Contract

Annual Price: \$15,340.00

Police Station:

- 1 - 30 Ton Condensing Unit (Added)
- 4 - Unit Heaters (1 - Added)
- 1 - Gas Water Heater (Added)
- 3 - Ductless Split System (2 - Added)
- 1 - Exhaust Fan (Added)
- 1 - Return Fan (Added)

1 – Air Handling Unit
1 – Duct Furnace (Added)
Annual Price: \$ 2,550.00

Fire Station:

2 – Energy Recovery Units (Added)
1 – Gas Water Heater (Added)
1 – Gas High Efficiency Boiler
2 – Ductless Split Condensing Unit
17 – Ductless Split Evaporator Units
2 – Exhaust Fans (Added)
5 – Cabinet Units Heaters (Added)
2 – Air Filtration Units (Added)
1 - City Multi Control DDC System
Price: \$ 4,500.00

Niagara Fire:

2 – Gas Furnaces with AC
2 – Condensing Units
1 – Oil Boiler
Price: \$ 1,235.00

Library:

7 – Ductless Split Condensing Units (6 - Added)
32 – Ductless Splits Evaporator Units (31 – Added)
1 – City Multi Control System
1 – Steam humidifier (Added) Includes annual Canister Replacement
Price: \$ 7,790.00

DPW: Note: All the equipment listed is new. Previously covered equipment has been removed.

1 – Gas Water Heater
2 – Ductless Condensing Units
6 – Ductless Evaporator Units
4 – Unit Heaters Gas
4 – Unit Heaters Electric
Price: \$ 1,264.00

Total Annual Price: \$ 32,679.00

Renaud HVAC & Controls, Inc. guarantees the price quoted in this Maintenance Agreement for thirty days from the proposal date. This proposal becomes binding after acceptance by the Customer and approval by an authorized representative of Renaud HVAC.

CUSTOMER:

Millis, Town of

RENAUD HVAC & CONTROLS, INC.

By: _____

Signature

By: _____

Ken Boutiette - Service Manager

Title

Date

Date

SERVICE CALL PROCEDURE

IN THE EVENT OF EQUIPMENT FAILURE, MALFUNCTION, OR AN EMERGENCY, PLEASE FOLLOW THESE STEPS:

- **Telephone: (508) 865-2060**
This is a working number 24 hours per day. After working hours (5:00 p.m.-8:00 a.m.), you will speak to our professional answering service who will then dispatch the call to a scheduled on-call mechanic. Please leave your name, location, phone number and the urgency of your business and your call will be returned promptly.
- Give the location of the failure, malfunction or emergency as follows:
 - 1) Building
 - 2) Floor
 - 3) Room
 - 4) Specific equipment involved
- Indicate the nature of the problem:
 - 1) Overcooling
 - 2) Overheating
 - 3) Equipment not operating properly
 - 4) Electrical/Control problem
- Be most specific as to when an appointment can be scheduled for one of our mechanics to survey the conditions of the prevailing loss:
 - 1) Next day
 - 2) Within the week
 - 3) Same day service
 - 4) Emergency conditions

AS YOU KNOW, SOME PROJECTS HAVE MULTIPLE LOCATIONS, PLEASE SPECIFY WHICH ADDRESS YOU ARE PLACING A SERVICE CALL FOR, IN ORDER TO SAVE TIME AND ELIMINATE UNNECESSARY PROBLEMS.

THANK YOU.