

Heath Town Facilities Committee

Final Report: Project Prioritization and Asset Status



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Executive Summary



The Heath Town Facilities Committee (“HTFC”) presents this Final Report in partial satisfaction of its charge by the Select Board of the Town of Heath, dated October 27, 2020. Over the past months, the HTFC has conducted in-person site visits at all Town of Heath facilities.¹ These site visits involved room-by-room, space-by-space reviews of each property documented through notes and photographs and, ultimately, this Interim Report.

After the site visits, the findings from those site visits were consolidated into site-specific Project Lists (See Appendix). The Project Lists were then ordered using a project prioritization scale developed by the HTFC and outlined below in this Interim Report. The development of the Project Lists and prioritization scale was done during public meetings.

Project List

Does not address useful life analysis of preventative maintenance items.

Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.

		Life-Safety	Code Compliance	Repair Existing	Energy Efficiency	Need Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Sawyer Hall							
	Install proper Emergency Exit Signage	X	X				X	11
	Adjust stairs to oil tanks (crawl space) for safety.	X	X	X				11
	Handrails on Exterior Stairs	X	X					10 (Project Complete)
	Exit Access from fire escape to public way	X	X					10

¹ As noted in the Charge from the Select Board, the Transfer Station was recently renovated and upgraded and there are no known maintenance, repair, renovation or upgrade needs at the Transfer Station at this time. When the HTFC begins developing life-cycling schedules for the Town facilities, the Transfer Station will be included in those schedules.

The objective of this analysis was to, without consideration for financial implication, prioritize currently known building deficiencies based solely on the nature of the work to be performed and its urgency as a matter of public safety, asset protection, and asset operability.

Project Lists for Sawyer Hall, Community Hall, 18 Jacobs Road, the Highway Garage, the Fire Station and the Emergency Operation Center (EOC) are attached to this Interim Report. Each line item on those project lists contains a description of the relevant scope of work. Many line items are accompanied by photographs and/or preliminary suggestions regarding how they can be addressed.

After completing the Project Lists, the Select Board moved forward with certain higher priority tasks after receiving “order of magnitude” cost information from a subcommittee of the HTFC.² In this Final Report, items that have been repaired or replaced are highlighted in **Green** on the attached Project Lists. Items that have been contracted for or put out to bid are highlighted in **Yellow** on the attached Project Lists.

In parallel with the repair efforts by the Select Board, the HTFC began accumulating data on certain major systems and components of Town-owned properties in order to compile an asset list with useful-life data on key systems and components. For the avoidance of doubt, “useful-life” data on mechanical systems, rooves and other building components is provided to assist the Town in setting reserves for eventual system and component replacement. Just because something approaches the end of its engineered “useful-life”, does not mean that it must be replaced immediately. Rather, it is the recommendation of the HTFC that by the end of a component or system’s engineered useful-life the Town have funded a reserve for that component or system’s replacement. It may not be necessary to replace that component or system for many years, but if something does fail, the cost of replacement– which can be considerable depending on the system or component involved – would be funded to avoid the long-term loss of use of a facility.

² Special recognition is due to Steve Thane and Will Emmett for their work in tracking down contractors and securing quotes to inform the cost component of repairing some of the higher priority issues.

Authority

This Final Report of the HTFC is submitted in furtherance of the HTFC's work pursuant to its charge by the Select Board of the Town of Heath dated October 27, 2020. .

Site Review and Prioritization Scale

In order to evaluate the condition and needs of the Town's facilities, the HTFC conducted site visits at all the facilities addressed by this Interim Report. During those site visits, each space at each facility was reviewed visually. Notes were taken by individual members of the HTFC. Photographs were also taken. The Project Lists attached to this Interim Report reflect those notes, photographs, observations, and discussion that followed the site visits during public meetings.

Once the Project Lists were assembled, the HTFC developed a scoring system in order to objectively assign values to each item on the Project Lists for the purpose of organizing those items in terms of their priority for the Select Board's review. The ranking system is based on categories applicable to the individual work items. Those categories are:

1. Life-Safety (7 pts)
 2. Code Compliance (3 pts)
 3. Energy Efficiency (2 pts)
 4. Repair of Existing Condition (1 pt.)
 5. Need Unclear (-3 pts)
 6. Reconstruction Addition or Replacement (1 pt.)
1. An item with life-safety implications is an item that, if not addressed, could lead to bodily injury or that currently presents the peril of bodily injury. Due to its severity, this item was weighted to ensure that life-safety issues rise to the top of each Project List.
 2. An item that requires attention to address an issue under the building code, OSHA safety guidelines or similar regulatory requirements is marked on the

Project Lists as being a Code Compliance issue. No building code research was conducted by the HTFC, nor was the building inspector consulted to confirm these findings. Should the Select Board direct the HTFC to further confirm the code implications of the listed items, the HTFC is capable of doing so, but did not take that step in the absence of a specific directive to do so from the Select Board.

3. Items that impact the energy efficiency of the various facilities are marked as impacting Energy Efficiency. The HTFC will submit this Interim Report to the Energy Advisory Committee for its review and use in furtherance of the Energy Advisory Committee's charge.
4. Items that require repair (e.g., Broken window, damaged ceilings), but not modification of the existing facility are marked as needing Repair.
5. Items where there may be wear or other issues (e.g., Stained window trim at 18 Jacobs Road, fire risks associated with class banners at 18 Jacobs Road), but where the performance of the required work will not improve the functionality or operability of the subject facility are marked with Need Unclear. This category was assigned a negative value so that items of work that do not require redress are not represented as being top priorities.
6. Finally, items requiring more than simple repairs (e.g., Installing new exit signage at Sawyer Hall or replacing temporary roof repairs at 18 Jacobs Road with permanent repairs) were marked as Reconstruction, Addition or Replacement. This category was given the same weight as Repairs to avoid financial considerations impacting the weighting of the identified facility repairs and upgrades identified during the HTFC's review of Town Facilities.

Not every item implicates every category, but many of the items listed on the Project Lists do fall within multiple categories and are marked accordingly.

Asset List and Useful Life Data

Attached to this Final Report at Appendix 2 is a spreadsheet listing the heating, ventilation, water, septic, roof, generator, fire panels, paving, concrete sidewalks, elevator, and insulation (as applicable) for each Town property. The data accumulated for Appendix 2 includes the year of installation, the manufacturer's suggested life span of each system or component and notes on maintenance and the current status of the systems/components.³

Again, it should be emphasized that, for example, a system installed 25 years ago that has a manufacturer's suggested life-span (also known as a "useful life") of 25 years is not inherently in need of repair or replacement. To the contrary, it may continue in service for many years with regular maintenance. However, good facility management practices and sound fiscal planning weigh in favor of funding reserves for systems and components in parallel with their suggested life-span to ensure their replacement is funded as they age.

Respectfully Submitted by the Heath Town Facilities Committee,

David Travers, Chair
Tom Lively, Secretary
Steve Thane
Will Emmet
Michael Cucchiara

Ex-Officio Members:

Hilma Sumner
Tim Lively
Jeff Johnston

³ Special recognition is due to Tim Lively and Hilma Sumner for compiling this data, which required a deep dive into Town records and recollections as well as research into the components identified.

Appendices



Appendix 1


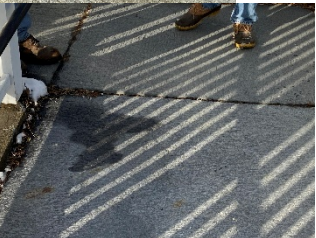

Project List



Sawyer Hall





Does not address useful life analysis of preventative maintenance items.




Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.



		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Sawyer Hall							
	Install proper Emergency Exit Signage	X	X				X	11
	Adjust stairs to oil tanks (crawl space) for safety.	X	X	X				11
	Handrails on Exterior Stairs	X	X					10
	Exit Access from fire escape to public way	X	X					10

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Exit Access from Rear Fire Escape Not Continuous to Public Way	X	X					10
 	Level Front Entrance Ramp	X		X				8
	Clear drainpipe from rear exit	X						7

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Light on Exterior Fire Escape Stair	X						7
	Replace Hardware on Fire Rated Door at Entrance (Per Fire Marshall)		X	X				4
	Stripe Handicap Parking		X					3
	Modify Entry door Threshold		X					3
	Install Vapor Barrier on crawl space ceiling.				X		X	3
	Caulking around window at Town Coordinator's desk			X	X			3

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Winter ventilation of Assessor's Room				X		X	3
	Check heating zones (no individual circulators apparent on 6 zone system)				X		X	3
	Repair Rear Stair (detached from landing)			X				1
 	Repair exterior trim 			X				1




		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Exterior Painting			X				1
	Trim tree branches touching back of building			X				1
	Replace missing light above stage in Clerk's Office			X				1
	Add ventilation of server closet (library auxiliary room)						X	1
	Install mesh on open air duct			X				1


		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
 	Address water leak at fire escape door (impacting library wall).			X				1
	Repair Slate and Ridge Cap on Rear Roof			X		X		-2
	Basement pump repairs			X		X		-2
	Interior Painting					X		-3
	Install Security System					X		-3
	Noted existing system. Unknown if operational.							



Community Hall


Does not address useful life analysis of preventative maintenance items.

Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Community Hall							
 	Exit Access from Rear Fire Escape Not Continuous to Public Way 	X	X					10
	Address icing at Senior Center Entrance (re-direction of melt and storm flow)	X		X			X	9

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Leak at North Wall	X		X				8
	No Handicap Accessible Emergency Exit from 2 nd Floor (Elevator not a viable exit in a fire)	X					X	8
	Repair/Replace Storm and Regular Windows on 2 nd floor				X		X Two Quotes solicited by Select Board (one for Aluminum, one for wood)	3 Historical Commission suggests Allied Interiors storm windows with operable screens per 1/22/21 Email to Select Board.
	Stripe/Add Handicap Parking		X					3
	Install In-Wall Insulation				X		X	3 BOS has signed a contract for this work


		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	<p>Asbestos in Furnace Room</p> <p>Per analysis commissioned by Select Board, labeling required. No abatement to be undertaken until HVAC replacement Project.</p>			X				1
	Repair Lower Entry Tiles			X				1
	Address Concrete Stair Entry			X			Quote solicited by Select Board for stair replacement.	1



		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Front Entry Door Replacement.						X Quote solicited by Select Board for Replacement	1
	Fix Gutter System			X			Gutter replacement quote solicited by Select Board.	1
	Flooring in 2 nd Floor Assembly Space (repair not possible due to lack of sacrificial material remaining)						X	1
	Missing Roof Shingles			X				1
	Address Elevator reliability issues			X				1
	Balcony Railing due to extremely low knee wall.						X	1
	Fire Retardant for Stage Curtains					X		-3


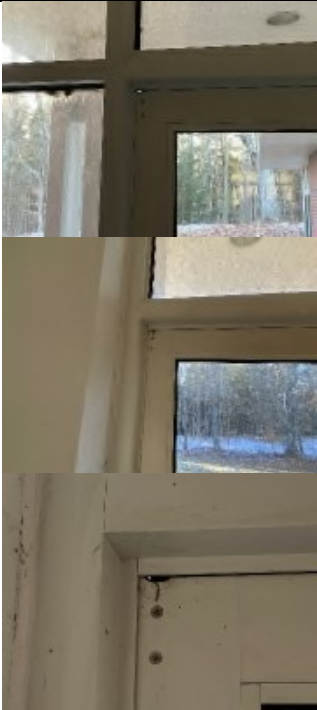
18 Jacobs Road Project List

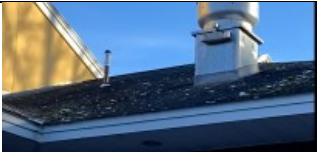

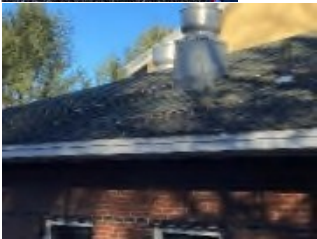
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Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.


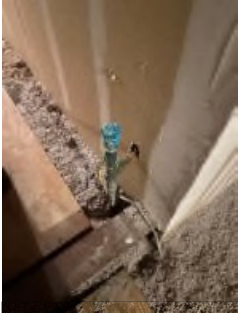

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	18 Jacobs Road							
	Inspect and repair fire safing at elec. and tel/dataclosets	X	X	X				11
	Complete rear egress walkway.	X	X				X	11



		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Correct Non-Compliance of Kitchen Fire Suppression System	X	X	X				11
	Address Inaccessible Emergency Exit at Gym	X	X				X	11
	Insulate Attic Ductwork		X	X	X			6
	Insulate copper water piping in attic		X	X	X			6

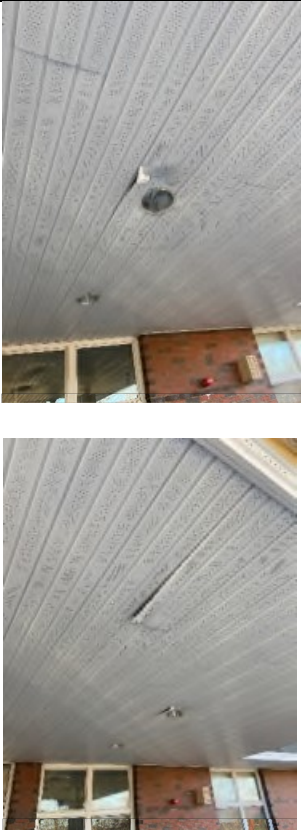
		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Complete cellulose insulation		X	X	X			6
	Repair door metal where cut to accommodate latch.			X	X		X	4


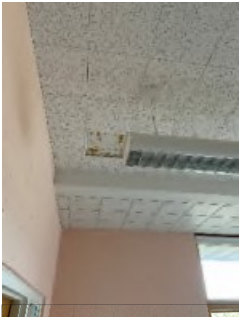



		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Re-caulk between window frames and masonry			X	X			3
	Chimney Cap on furnace chimney			X			X	2
  	Moss on rear roof			X			X	2

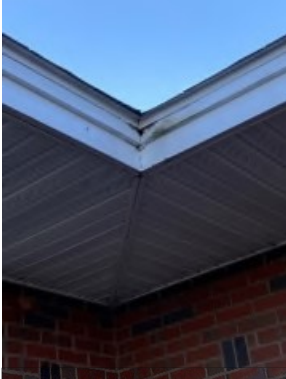

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Permanent Repair to Roof Valley.			X			X	2
 	Exterior Masonry Damage			X				1


		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Repair Sidewalk			X				1
	Address Glycol damage to piping			X				1
	Repair Damaged Exterior Door Framing			X				1

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Repair Exterior Door Weather Seal at multiple locations.			X				1
	Replace Broken Window			X				1

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Repair Entrance Ceiling from Jackhammer Damage			X				1

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
  	<p>Repair Interior Ceiling Damage Throughout.</p>  			X				1

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Air Exchange Repair			X				1
 	Repairs of Trim Near Loading Dock			X				1
	Fire Retardant Treatment of Banners in Atrium					X		-3


		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Refinish Oak windowsills					X		-3


Salt Shed

Does not address useful life analysis of preventative maintenance items.

Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.

Structural issues with the Salt Shed are of particular priority given the potential life-safety concerns due to active heavy equipment and personnel operations in and around the Salt Shed and environmental impacts of a structural failure that allows rain water to dilute and distribute the contents of the Salt Shed in the area.


		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Salt Shed							
	<p>Exterior Light Detached as a result of Broken Truss.</p> <p>Replace with lights facing both out and into the shed.</p> <p>Not part of quote being negotiated by B. DeVriese.</p>	X		X				8
	<p>Broken Truss and Missing Column</p> <p>B. DeVriese securing quote for repair.</p> <p>Replacement of sheeting not needed per Highway Dept.</p>	X		X				8



		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Address Truss Spacing to Ensure Code Compliance		X					3
	Replace Salt Shed						X	1
	<p>Exterior Walls Buckling/Broken due to pressure from compacting materials.</p> <p>May not be cost effective if replacement is a viable option.</p>			X				1

Highway Garage

Does not address useful life analysis of preventative maintenance items.

Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Provide Exhaust Ports in Doors - Recommend hanging exhaust piping vented through roof.	X			X			9
	<p>Garage Door Repair and Maintenance</p> <p>Highway – repair or replace.</p> <p>Fire – complete replacement due to damage from trucks. Motors have no breaks, no safety stops, etc.</p>	X (re: Fire doors)		X				8
	<p>Size/Add Ventilation</p> <p>Existing fans blow out. Nothing pulls air in. Recommend heat recovery ventilation.</p>		X Per OSHA air exchange standards.		X		X	6


		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	<p>Insulation in Walls/Ceiling</p> <p>Review for ability to add insulation to existing and repair any gaps in insulation.</p>		X		X			5
	<p>Replace Entry Door at Highway Dept.</p>				X		X	3
	<p>Siding Repairs</p> <p>Some aluminum siding is dented and siding on pillars has voids. Repair all.</p>			X	X			3
	<p>Need additional vehicle bays to protect equipment</p>						X	1

Fire Station

Does not address useful life analysis of preventative maintenance items.

Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
 	<p>Address degraded electrical insulation/installation (Fire).</p> <p>Recommend hiring electrician to bring up to current code.</p>	X	X	X				11
 	<p>Expand Fire Engine Bays</p> <p>Potential alternative for exploration: Raise roof trusses to height of highway building, reframe doors (as part of door replacement).</p>						X	1

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	<p>Repair Concrete Blocks (Fire)</p> <p>Located at rear of building. Needs pointing and sealing.</p>			X				1
	<p>Repair Foundation Pilasters, cap (Fire)</p> <p>To be addressed within concrete block repair.</p>			X				1
	<p>Repair Rotten Trim (Fire)</p> <p>Within Highway Dept. Capabilities. If not in conflict with existing job duties, could limit cost to materials only.</p>			X				1


Emergency Operations Center

Does not address useful life analysis of preventative maintenance items.

Does not include listing of new/upgraded and otherwise valuable Town investments in facilities that are in good operational order.

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	Water for washing, shower, eye wash (EOS) ¹	X	X (OSHA)				X	11
	Insulate Floors, Walls, Attic (EOC) Within Highway Dept. Capabilities. If not in conflict with existing job duties, could limit cost to materials only.		X		X			5
	Accessible Entrance (EOC) Recommend new landing and ramp as replacement for or augmentation of existing stairs.		X				X	4

¹ Portable eye wash stations are an option. But have regular replacement needs. Uniform washing and personnel washing not available. Would require addition of a bathroom, which may require taking from adjacent landowner. Need should be coordinated with likelihood of funding for new fire station.

		Life-Safety	Code Compliance	Repair Existing Condition	Energy Efficiency	Urgency Unclear	Reconstruction, Addition or Replacement	Prioritization Score
	<p>Replace Metal Roof (EOC)</p> <p>Within Highway Dept. Capabilities. If not in conflict with existing job duties, could limit cost to materials only.</p>			X			X	2
	<p>Create Swale and clear trees behind building (Highway, Fire, EOS)</p> <p>May require discussion with adjacent property owner and raise takings issues.</p>						X	1
	<p>Repair Sheet Rock (EOC)</p> <p>Limited to stained ceilings and small holes behind desks.</p>			X		X		-2

Appendix 2

Asset Lists

Sawyer Hall:

Item	Year Installed:	Manufacturer's Suggested Life Span	Notes:
Heating	2012	20	info from unit
Ventilation	None		
Water	2018	up to 20 years	New deep well pump installed and some piping **
			** see community Hall/Senior Center
Septic	Concrete	N/A	Last pumped september 2017
Roof	**		slate
Generator	2001	30	
Elevator	2017	see note	New controls installed in 2017 after basement flood
Insulation			
Water Heater	2010	20	point of use kind (tankless)
Fire Panel	2020	25	new panel installed

Community Hall/Senior Ctr:

Item	Year Installed:	Manufacturer's Suggested Life Span	Notes:
Heating	2014	see notes	new heat exchanger installed - - - town looking at new system
Ventilation	None		
Water	2018	up to 20 years	New deep well pump installed and some piping
Septic	concrete	N/A	last pumped in 2017
Roof	1990-1992	25	
Generator	2001	30	info from Generac
Elevator (Lift)	1997	30	info from website
Insulation	2016		Hall attic
	2021		Hall walls
Water Heater	1994	15-20	
Fire Panel	2011	25	

18 Jacobs Rd

Item	Year Installed:	Manufacturer's Suggested Life Span	Notes: Does not list small general maintenance items
Heating	1996	20	Two Weil-McClen Boilers - serviced yearly
	2021	20	New Expansion Tank
	1996	15	One Bell Gosset circulating pumps
	2013	15	One Bell Gosset circulating pumps
	1996	30	Hot water double walled holding tank
Ventilation	1996	25	Two ventilation units both serviced /Repaired in 2021
	1996	30	Two Air Handling Units
Water	2013	up to 20	New well pump - well piping installed
	2016	25	new Limestone contactor(water softeners) installed
Septic	1996	40+	4000 gallon Tank (last pumped January 2017)
	2017	25	Two new Gray water pumps installed (1000 gallon Tank)
Roof	1996	25	Some Valley work has been done since (2003) (2004) (2015) (2020)
	**		** Note shingles 25 year warranty ends in 2021
Generator	In Progress		Grant Money obtained for all installation work excluding the Generator itself
			Generator itself
Fire Panels	1996	25	Tested yearly UPGRADED component in 1999 (Y2K)
Paving	1996	25	**West end temp repaired in 2020 needs paving
Concrete sidewalks	1996	30	**Note - Some replacing of concrete has been done 2016
Re-Insulation	2016		**Most of building done in 2016 (blown in)

Highway:

Item	Year Installed:	Manufacturer's Suggested Life Span	Notes:
Heating	2010	15-20	
Ventilation	2000		
Water	1990's	20	
Septic	1972	30	
Roof	1972	30+	
Generator	2001	30	
Fire Panel	**	25	uses the one in the Fire/EOC

Fire/EOC:

Item	Year Installed:	Manufacturer's Suggested Life Span	Notes:
Heating	1992	15-20 plus	Modine propane heater -- unit itself can last but the fan motor is what might need replacing
Ventilation	None		
Water	None		
Septic	None		
Roof	1960	40-60	Metal truck bay
	early 70's	40-60	Metal EOC office
Generator	2001	30	
Fire panel	2011	25	

Transfer Station:

Item	Year Installed:	Manufacturer's Suggested Life Span
Building	2017	30+
Trash Compactor	2017	20
Paper/card board Compactor	2020	20