



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Date of submission: June 5, 2013**
2. **Date of Board Meeting: June 10, 2013**
3. **Individual or Entity making the submission: Richard L. Sawitzke, P.E.**
4. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The individual or Entity making the submission requests that the Board of Selectmen:

Approve the transfer of \$41,000 from unexpended FY 12/13 GF Library & Public Works accounts to the Library Facility Maintenance ACC. #100-47400 54310. This will enable the replacement of the original air conditioner, EAHV-1, and install a new DX coil in AHV-1, at the Library.

5. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Richard L. Sawitzke, P.E.
Town Engineer/Director of Capital Projects

Tom Roy, P.E. Director of Public Works

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

- i. Need approval to install units for summer 2013 cooling season. Deliveries of units have a relatively long lead time.
- ii. Library Board, staff, & users; Dept. of Public Works Building & Grounds division
- iii. \$54,060.62 is available in the Library Building project fund, leaving the need for \$41,000.00 to complete the equipment purchase & installation. The \$41,000.00 is expected to be available from unexpected funds in various library and public works accounts.
- iv. This project was bid, with firm pricing available.
- v. See attached letter

7. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Letter dated, June 5, 2013 to BOS



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Richard Sawitzke - Town Engineer, Director of Capital Projects

June 5, 2013

Board of Selectmen
Simsbury Town Offices
933 Hopmeadow Street
Simsbury, CT 06070-0495

Dear Selectmen:

Subject: Library HVAC units replacement

We have experienced a failure of air conditioner unit AHV-1's DX coil, and operational problems with one of the original units (EAHV-1), which was installed in 1984. These units are essential for building use and comfort during the cooling season.

For background information, the unit with the coil failure, while installed at the time of library renovation, was out of the warranty period and, in order to economically repair had the leaks patched. Unfortunately, these patches failed after the FY 13/14 budget preparation process. Therefore, funding is needed to replace the coil.

The original unit (EAHV-1), was evaluated at the time of library renovation design and it was determined that several additional years of operation was possible. Therefore, we decided to replace the unit with contingency funds, if any remained in the Library expansion project.

Unfortunately, the replacement unit's equipment and installation costs do exceed our available funds. While this unit has not failed, our mechanical engineers feel that it is prudent to replace it at this time.

Due to the approaching cooling season, we prepared specification and bid documents, with the following low bid results; our engineer has reviewed the bids for specifications'; compliance and recommends proceeding.

Replace original EAHV-1	\$76,000.00
New replacement DX coil in AHV-1	<u>\$19,000.00</u>
Total	\$95,000.00

Funds available in the Library Project Account are \$54,000.00. This leaves \$41,000.00 needed to be authorized through transfers of fund balances from various library and public work FY 12/13 accounts.

We believe that replacing these units are worthwhile investments for efficient and safe operations of the library. Substantial cost savings will result from reduced electric use.

Telephone (860) 658-3260
Facsimile (860) 658-3205

rsawitzke@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Friday

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard L. Sawitzke".

Richard L. Sawitzke, P.E.
Town Engineer/Director of Capital Projects

cc: Tom Roy, P.E. Director of Public Works
Susan Bullock, Library Director