

BUILDING SERVICES DEPARTMENT

During calendar year 2008 the Building Services Department has continued its goal of providing maintenance and repair to the Town's buildings. Many operational repairs and improvements were made as part of routine preventative maintenance. Information regarding some of the larger projects as well as some of the capital projects that were accomplished are as follows.

Town Hall Complex – A drain was installed in the main drive lane in front of the Town Hall to alleviate the water pooling problem that made the main entrance and handicap parking spaces very slippery in the winter months.

Town Hall – The main entrance vestibules interior doors were completely rehabilitated after a lot of meticulous hand sanding and reconstruction.

In cooperation with the Belmont Dramatic Club a catwalk, stage lighting, and house lights were installed on the Auditorium stage.

Belmont Police Station – New A/C units have been installed in the IT areas and the Dispatch Center.

Homer Municipal Building – An emergency generator has been installed to support the Town's IT network and phone system in the event of a power outage. This was Phase I of a combined capital outlay. The second part of the funds will be spent to install a generator to support the IT network gear that is located in the Library.

A new front end for the Direct Digital Control System was designed, installed, and tested. This system controls the heating and cooling systems in the building. The original DDC system was never configured correctly by the HVAC vendor. Many of the problems experienced in the building are attributable to this system being installed incorrectly. When the new DDC system was installed and started it was discovered that the radiant heat had not worked since the building opened. The system immediately showed a pay back by better managing energy consumption and allowing us to trouble shoot other problems in the system.

Two portable AC units were installed on the third floor to cool the IT office and the IDF server room.

The main stairs have had corrective work be performed.

Roof and Envelope Program – At the conclusion of 2008 all of the Town's roofs, Town and School buildings included, will have been fully evaluated and repaired according to the plan that has been in place over the past several years. The capital outlay for these projects should now be complete and a preventative maintenance program will be required to try and prevent major repairs from being necessary in the future.

Beech Street Center – This is the chosen name for the new home of the Council on Aging. The building is currently under construction and is expected to open sometime in the spring of 2009. During the year the department met with representatives of the building committee and attended job meetings. The department also assisted the building committee with the planning and purchasing of telephone and security equipment by holding scope and specification review meetings with our consultants.

Security – The security plan that was accepted by the Board of Selectmen includes securing all of the Town's buildings with CCTV and card access. Phase I & II of security installation and implementation were completed in the Police Station and the Homer Building in early 2009. Phase I included the installation of devices in IT areas that were determined to be of the greatest value by the Town's security consultant. Phase I also included the installation of devices in the Police Station. Phase II included the installation of devices in the Homer Municipal Building. The second phase also included the new badging system that is going to be used by all of the Town's departments for printing Town ID's. These systems are now operational.

The Security Policy Advisory Group was formed by the Town Administrator for the purpose of recommending policies procedures, and priorities for implementation of security throughout the Town. This group represents both the Town and School Department. Building Services has become the facilitating department responsible for the overall administration of these new systems throughout the Town.

Respectfully submitted,

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