Cambridge

Village of Cambridge
PUBLIC WORKS COMMITTEE AGENDA
Tuesday, September 13, 2016 | 6:00 p.m.
Oakland Town Hall, N4450 Country Road A

1. **Call to order/Roll Call**
2. **Proof of Posting**
3. **Approval of Minutes**
   a. Approval of Public Works Committee Minutes: August 23, 2016
4. **Public Appearances/Citizen Input**
5. **New Business**
   a. H&H HVAC System Study
6. **Update/Other Items for Future Consideration**
7. **Adjournment**

a. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
b. A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. Recommendation by the joint committee will be made to be acted upon by the Village Board at a regular meeting.
c. More specific information about agenda items may be obtained by calling 423-3712.

Lisa Moen, Village Clerk

Cambridge

Village of Cambridge
PUBLIC WORKS COMMITTEE MINUTES
SPECIAL MEETING
Tuesday, August 23, 2016 | 6:00 p.m.
Cambridge Fire & EMS Building –Meeting Room
237 W Main Street

Minutes

1. **Call to order/Roll Call:** Chairman Kumbier called the meeting to order at 6:00 p.m. Members present: Trustees Hollenbeck, McNally and Kumbier. Others present: Lisa Moen and Veronica Rudychev, Village Staff; Steve Struss, Village President.

2. **Proof of Posting:** The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge News Office, Cambridge Post Office, United Community Bank and the Village Web Site.

3. **Approval of Minutes**
   a. Approval of Public Works Committee Minutes: August 3, 2016

Trustee Hollenbeck made a motion to approve the minutes as presented, seconded by Trustee McNally. Motion carried.

4. **Public Appearances/Citizen Input:** None

5. **Old Business**
   a. **Addressing High Humidity of Amundson Center**: We have received quotes from Servpro for the remediation of the Amundson Center. The quote for the contents is $20,513.69 and the structure is $23,029.50. The contents are a more fluid number as we can decide what we want to have cleaned and what we would dispose of. This includes tables/chairs, paper, election machines, paper and cleaning supplies, kitchen supplies, etc. There was discussion that staff could decide what should be cleaned and what to be disposed of. Decisions would be based on recommendations from Servpro. Once the remediation is complete, the HVAC will be evaluated and air quality reassessed and a determination if further remediation or action needs to be taken. There was discussion about installing HEPA filters, and getting bids from additional vendors. It was felt that Servpro was the most qualified for the remediation and were who EMC brought in. EMC is compiling a list of vendors for the HVAC system. Insurance will cover EMC's services.

   Trustee Hollenbeck made a motion to recommend to the Village Board the quote from Servpro for the structure and for the staff to determine what contents to be cleaned and Servepro clean the remaining contents, seconded by Trustee McNally. Motion carried.

6. **Update/Other Items for Future Consideration:** None

7. **Adjournment:** Trustee Hollenbeck made a motion to adjourn, seconded by Trustee McNally. Motion Carried. Chairman Kumbier adjourned the meeting at 6:30 p.m.

Lisa Moen, Village Clerk

Cambridge

200 Spring St
Cambridge, WI 53523
Phone 608.423.3712
Web www.ci.cambridge,wi.us

ADMINISTRATION

To: **Public Works Committee**
Honorable President Struss and Village Board of Trustees
From: **Veronica Rudychev, Administrator**
Date: **September 9, 2016**
Subject: **H&H HVAC System Study**

BACKGROUND

On August 23rd, the Public Works Committee recommended and the Village Board approved hiring Servpro to perform the mold remediation in the downstairs of the Amundson Center. As part of the cleanup of the, an HVAC contractor specializing in commercial Trane units was asked to evaluate the root cause of the humidity issue in the building. H&H, who specializes in State contract work, was on site 25 plus hours attempting to solve the root cause of the issue. H&H was able to discover a multitude of issues with the Village's HVAC system that lead to the humidity, including:

- Broken and obsolete controls
- Air Handler #2 (downstairs) is too large and only has two settings
- Upstairs economizer is not properly functioning
- Valves need to be upgraded and replaced

Majority of the time spent by H&H was spent trying to maintain the system in such a fashion as to not negatively affect the work being done by Servpro. As such, H&H did emergency repairs on the outside condenser which was leaking refrigerant, overheated motor and motor sheave repairs to Air Handler #1 (upstairs), blown fuse on AH#2, and emergency fuse repairs to both units as disconnect had worn knife switches and incorrect model of fuses causing a bad connection and creating excess heat. In fact, fuse boxes were upwards of 140 degrees.

In order for H&H to be able to provide the best solution to the HVAC system, they need HVAC plans for the building. Unfortunately, after much attempt by staff to gain these plans, it was learned that they simply do not exist for the building. Therefore, H&H is proposing a contract for an amount not to exceed $4,500 to recreate these plans, do a full system review and provide recommendations on both needed and recommended repairs to the system to prohibit the humidity from occurring again.

FISCAL IMPACT

At this point, the true full fiscal impact is still unknown. Costs incurred to date including AtoZ dehumidifier rental, Servpro cleanup, and H&H emergency repairs. The Village will need to see the HVAC system repair recommendations to fully assess the final total costs.

RECOMMENDATION

Recommendation will be forthcoming from the Public Works Committee.

Veronica Rudychev
Village Administrator

Web: www.hhindustries.com
Phone: 608-273-3434
Fax: 608-273-9654

Mailing Address:
2801 Syene Road
Madison, WI 53713-3203

H & H INDUSTRIES, INC.

Mechanical Contractor

DATE: 9/8/16

TO: Veronica Rudychev

RE: **Cambridge Village Hall**

We are pleased to offer our quotation for the **HVAC** work based on the following scope of work:

Including:

- Existing system survey
- Hand sketch existing ductwork, piping, and equipment to existing architectural drawings
- System review and recommendations to correct humidity issues
- Report on findings and recommendations

Total Bid Price: $4500.00

Please call the undersigned if we can be of any assistance. We look forward to working with you on this project.

Sincerely,

H & H INDUSTRIES, INC.
Justin Wiemer

Project Manager
jwiemer@hhindustries.com
Direct Phone: (608) 268-5966

TERMS: Net 30 Days Accepted_____ Date_____