

Minutes of Special Town Board Meeting on December 13, 2022

Those present: Supervisors Wayne Hefty and Richard Schwenn, Chair John Rosenbaum and Building Inspector Tracy Johnson

The meeting was called to order at 9:05 am by Rosenbaum in the Town Hall Shop. The purpose of the meeting was to review with Tracy Johnson the building's current ventilation and insulation, in preparation for improving the buildings' ceiling insulation.

Tracy's comments regarding the 42-year-old building are as follows:

- The two vertical ducts on the north end of the shop are to draw exhaust fumes out of the building. These were required by code in 1980. There are no fans in this ductwork, and no dampers so far as can be seen. While dampers and fans would be preferred, the addition of fans would require an expensive air make-up unit and would trigger the need for a certified engineer to draw up ventilation plans that would need to be submitted to the state for approval.
- Attic ventilation is inadequate. There are no soffit vents, gable end vents or ridgetop vents. Tracy advised adding gable-end vents and roof vents on the west side of the roof. A competent insulation contractor can perform the calculations to determine the needed number, size and placement of vents.
- The attic insulation should be improved to R-50 in both the shop and office.
- There is unused ductwork leading through the ceiling and to the outside that were originally used for ceiling-hung gas-fired heaters. One heater has been removed and the other is still in place. The heater that is in-place should be removed and both sets of ductwork should be blocked off prior to adding insulation.
- Tracy recommends the gas-fired furnace in the southwest corner of the building, which has not been used for several years, be inspected by a heating contractor to see if it is operational. If not, it should be removed and the ductwork through the ceiling be blocked off and the vent through the exterior wall should be blocked.

The board agreed:

- We want to upgrade the attic ventilation and insulation to R-50, but do not want to add fans and dampers to the discharge ductwork at this time. This work can be done without state review.
- Devin is to ask Tom Miller to inspect the gas-fired furnace in the southwest corner of the shop to determine if it is operational. A plan can be put together after Miller's inspection.
- Miller should be asked to remove the gas-fired heater suspended from the middle of the shop and block the ductwork to the exterior, as well as the ductwork that is remaining from an earlier similar heater.
- We need to obtain insulation proposals/bids from three qualified insulation contractors. John and Devin will work towards this.

The meeting was adjourned at approximately 10 am. Minutes drafted by John Rosenbaum 12/16/22