



Congregation Shalom

# Special Meeting

**February 10, 2019**

**4:30pm**



# Agenda

## Requests for Capital Funds for...

1. Replacement of the office/foyer HVAC
2. Installation of the grease trap
3. Enclosing trash/recycling/clothing bins on a hard surface
4. Replacement of the function hall HVAC and sanctuary HVAC units



## Building Fund finances

- The balance in the Building Fund is approximately \$111,000
- Additions to the Building Fund total \$30-35,000 annually
- Requesting authorization of \$28,770 of new expenditures today
- Note that the first 2 agenda items have already been paid for, and the funds already subtracted from the Building Fund



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# Replacement of the Office/Foyer HVAC



## Overview of our Existing HVAC systems

- 2 Heat/AC units on the roof
  - Sanctuary
  - Function hall
- 2 split Heat/AC units, each with heater/compressor in the attic and condenser on ground level
  - Offices / foyer / kitchen ← This system was replaced in September, 2018
  - Classrooms / library / restrooms
- Units have been maintained by Lamco HVAC Systems on an as needed basis for over 20 years
- Replacement maintenance has been done (no consistent preventative maintenance)



## **Brief History – Office/Foyer HVAC Unit**

- In August 2018, failing compressor tripped the breaker twice over a 10 day period.
- Lamco (our AC/heating company) advised us that this unit is failing.
- Lamco had previously installed a booster capacitor to help it start up.
- Lamco told us that there was nothing further that could be done to keep it going.
- The compressor has an average life of 15 years. We were well past that time (23 years).



## **The Office HVAC unit was replaced in September.**

- House committee recommended replacement of the unit.
- At the August Board Meeting, the Board authorized funds. Work was expected to be completed before the High Holidays.
- The work was completed in September, on time and on budget.



**Motion: That the membership of Congregation Shalom approve an expenditure of \$13,735 from the Building Fund for replacement of an HVAC system, as previously authorized by the Board of Trustees.**





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# Installation of the Grease Trap



## Grease Trap Installation – Brief Summary

- Chelmsford Board of Health code requires that we have a grease trap. Grease traps must be installed on the kitchen water line outflow before the connection to the sanitary sewer.
- Membership approved \$4,000 at Annual Meeting for installation based on town drawings of our sewer line routing, which indicated installation would require only outside digging and straightforward connection to the sewer.
- When work began, we discovered the drawings did not reflect reality. The appropriate water line was not found outside the building. Additional scope of work became necessary, including digging inside the rest rooms.
- Once the hole was dug inside our building, it was not possible to delay the project until funding was approved in the usual way. Accommodating our members and guests over the High Holidays necessitated having functioning rest rooms. As President, I authorized an emergency expenditure to complete the project.



## Grease Trap – What We Knew at Annual Meeting

- The Chelmsford Board of Health required our temple to bring our kitchen into code compliance, because we are categorized as having a “commercial kitchen”. One of the requirements was that we have a grease trap.
- Grease traps must be installed on the kitchen water line before the connection to the sanitary sewer.
- The membership approved an expenditure of up to \$4,000 at Annual Meeting for the installation of the grease trap based on town drawings of our sewer line routing.
- Budget was based on the drawings’ depiction that installation would require only outside digging and straightforward connection to the sewer.



## Grease Trap Project

- When work on the project began, we discovered that these drawings did not reflect reality.
- A 'kitchen water only' line was not found outside the building as we had originally expected (based on drawings).
- Project was "in-flight" with grease trap already purchased and installed.



## **Grease Trap Project (continued)**

- Additional scope of work became necessary.
- Once the hole was dug inside our building, it was not possible to delay the project until funding was approved in the usual way.
- Accommodating our members and guests over the High Holidays necessitated having functioning rest rooms. As President, I authorized an emergency expenditure to complete the project.



## Grease Trap Project Details

### Extra Costs

- Verifying kitchen and sanitary sewer were joined 2 feet under the men's room floor. This required dye work to verify, scoping to find joint, then plumbing in men's room.
- Required ladies' room replumbing to meet plumbing code; required venting outside.
- Needed 6-inch cement ring to bring flush to ground level.
- Tile work was necessary to repair bathroom floors.





















**Motion: That the membership of Congregation Shalom approve an expenditure of \$5,446.23 from the Building Fund for completion of work to install a grease trap, as previously authorized by the president to ensure our building would have operational rest rooms for the High Holidays.**



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# Enclosing Trash, Recycling, and Clothing Bins on a Hard Surface



## **Last Steps for Kitchen Compliance** **(Chelmsford Board of Health)**

- The requirement for a grease trap capturing all kitchen sewer flow has been met with all work completed
- Chelmsford Board of Health Code: Chapter 205, Article V, Section 201-20B: “All dumpsters must be enclosed or screened as required by the Board of Health. Dumpsters must all be placed on an impervious pad (asphalt or cement)” (12-9-1991)



## General Recycling

- We have been relying on members taking recycling home and putting it out with their own recycling.
- Glass, plastic, cardboard, and paper will be accepted. Minor restrictions include electrical parts, foam, hazardous waste, food, etc.

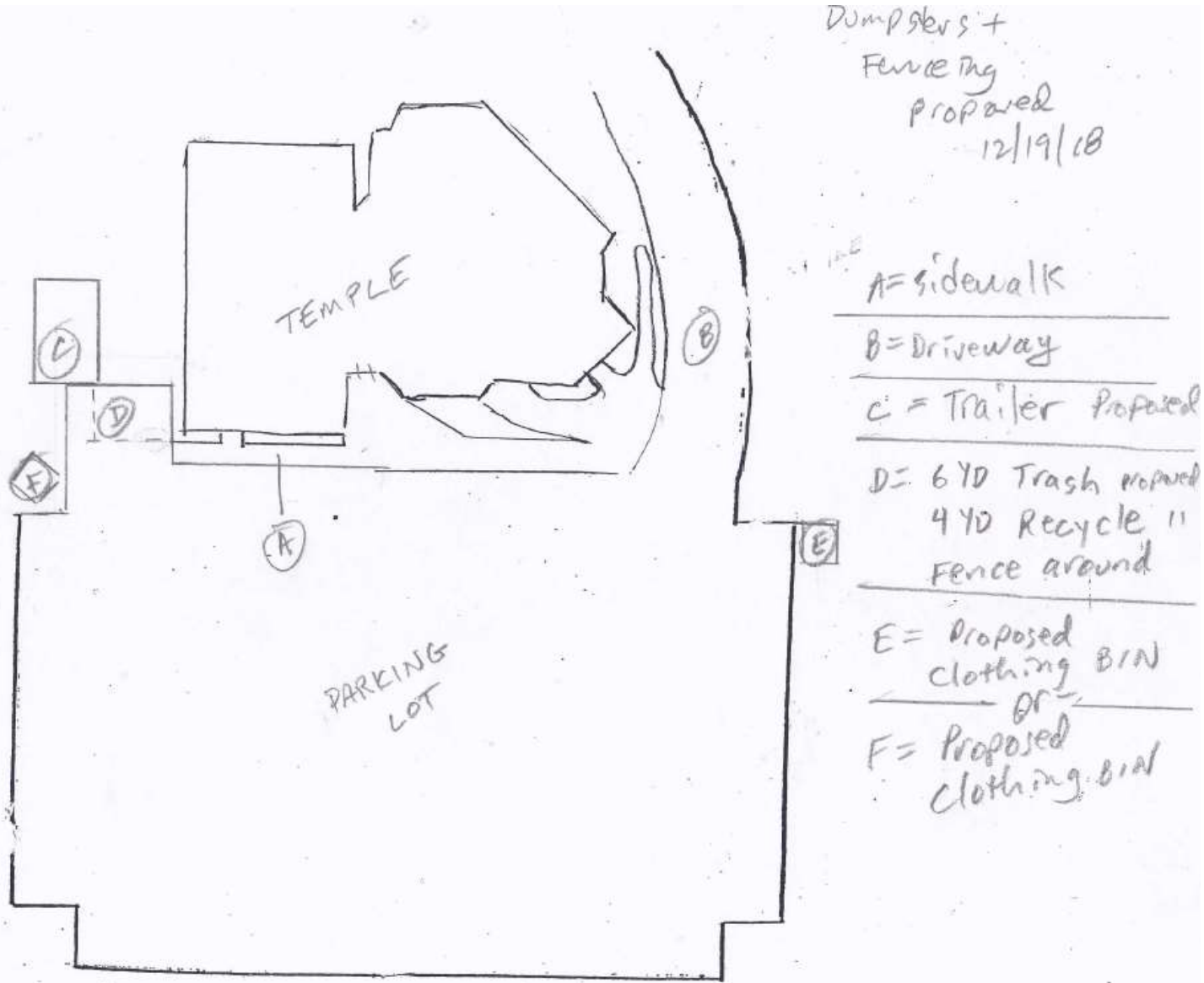




## Clothing Recycling

- The clothing recycling container has at least as much connection to our Jewish values, since the items are distributed to people in need when possible.
- Clothing in good shape is sent to areas where needed – floods, fire, earthquakes, any devastated areas. Last year, over 400 winter coats were sent to tornado-wrecked cities and towns.
- Weighed for 10 cents per pound, we can expect to receive \$200 to \$300 per year from this activity.
- So, in following with our mission statement, we not only perform Tikun Olam, we also raise some money.





Dumpsters +  
Fencing  
proposed  
12/19/18

A = sidewalk

B = Driveway

C = Trailer proposed

D = 6 YD Trash proposed  
4 YD Recycle "  
Fence around

E = Proposed  
clothing BIN

OR  
F = Proposed  
clothing bin



## **Estimated Cost for Enclosures for Trash/Recycle Bins and Clothing Bin**

- 10 ft x 20 ft enclosure for trash and recycling bins
- 8 ft x 8 ft enclosure for clothing bin
- House Committee has obtained 4 estimates from fence companies in the area
- Total estimated cost for hard surface and enclosures for trash/recycling bins and clothing bin is \$8200. This includes some contingency funding.



**Motion: That the membership of Congregation Shalom authorize an expenditure of up to \$8,200 from the Building Fund for enclosing our trash, recycling, and clothing donation bins on a solid surface.**



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# Replacement of the Function Hall and Sanctuary HVAC units



## **Proposal: Authorize spending up to \$20,570 to replace both the function hall and sanctuary HVAC units, if needed**

- Temple has three 23 year old HVAC units. These units are near end of life (as documented in Reserve Study – 2010)
- Minimal disruption – need to be proactive and have a replacement strategy and budget in place for replacing the old units
- Function hall and sanctuary units have recently had frequent repair issues (\$2,406 since August, 2018) and we fear imminent failure of the function hall unit
- Leaks in old AC units are common. Uses old R22 refrigerant at \$122/lb. Common issues – corrosion of heat exchanger, cracking of burner block



## **Proposal: Authorize spending up to \$20,570 to replace both the function hall and sanctuary HVAC units, if needed (continued)**

- Replacing two units at the same time saves money
  - \$600 for crane cost
  - 5% from Lamco on total cost for second unit
  - \$528 on first year's preventive maintenance contract
- Lamco has given us the following quote:

\$10,841 for replacing the function hall unit

\$20,570 for replacing both units (function hall and sanctuary) at the same time



## **Alternate Proposal: “Get by” with one unit for function hall / sanctuary on a routine basis when necessary – by opening the back wall**

### **Not tenable for many reasons:**

- The two spaces are often committed to separate uses
- Sunday mornings at 7:30am no one is available to open the wall on short notice (if the function hall unit is not operating)
  - Teaching staff in preparation and not available to open back wall
- Obligation to renters and our families that have reserved the social hall this spring for B’nai Mitzvah to have social hall available without back wall being open
- Friday nights – location for oneg, who opens wall? The feel of the sanctuary is not the same with the back wall open
- An open wall complicates class dinners
- Urgent replacement of a unit takes possible 3 to 5 days for mobilization





**Motion: That the membership of Congregation Shalom authorize an expenditure of up to \$20,570 from the Building Fund for replacement of both the Function Hall HVAC and the Sanctuary HVAC units if, and only if, the House Committee recommends immediate replacement of said units, and the Board of Trustees agrees with said recommendation.**

To be clear, if the decision to replace the units is not made before annual meeting, the authorization is revoked at the start of the annual meeting, at which time the issue of replacement will be discussed again.



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# Thank you