

## STAFF REPORT

AGENDA ITEM #: 22-124  
COUNCIL MTG OF: October 18, 2022  
FROM: Dave Caron, Town Administrator  
OFFERED BY: Administration  
PREPARED BY: Owen Provencher  
SUBJECT: Fund improvements from the Expendable Maintenance Trust Fund in Municipal Center.

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### PURPOSE

Fund improvements from the Expendable Maintenance Trust Fund in the Municipal Center computer server room located in the Cable Division.

### TOWN ADMINISTRATOR COMMENTS

The Council is urged to support this action as critical to maintaining the operations of the Cable Division.

### BACKGROUND

The Town Council created an Expendable Maintenance Trust Fund pursuant to Resolution #2017-022. The purpose of the fund is to pay for improvements and major repairs to town facilities, as may be identified during the annual budget process.

### DISCUSSION

The Network Operation Center currently serving the Cable Division, located on the lower level of the municipal center, requires a dedicated air conditioning unit to maintain an appropriate temperature in the space for suitable operation and maintenance of the technology infrastructure located therein. The existing air conditioner has served the town for 15 years. Running 24/7, 365 days per year. The unit is currently showing signs of deterioration and has exceeded service life expectancy. Due to the critical function the unit provides and to protect our infrastructure, as a proactive measure, staff recommends replacing the unit as soon as possible. Cable staff has coordinated with Buildings and Grounds to identify a sufficient replacement that is currently in stock and available.

### FISCAL IMPACT

It is recommended that \$5,000 in existing funds in the Maintenance Trust Fund be transferred to the Buildings and Grounds department to complete this work. There is currently a balance of approximately \$354,000 in the EMT.

### RECOMMENDED ACTION & MOTION BY COUNCIL

Please see Resolution #2022-076



## RESOLUTION

Number# 2022-076

### To Fund Improvements from the Expendable Maintenance Trust Fund for Buildings and Grounds

WHEREAS, the Town Council created an Expendable Maintenance Trust Fund pursuant to Resolution #2017-022; and,

WHEREAS, one of the purposes of the fund is to pay for repairs to town facilities as they may arise during the fiscal year; and

WHEREAS, the climate control system vital to the proper operation of the Cable Division servers has become inoperable and in need of replacement;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the Town Council, as Agents to Expend, hereby approve the transfer of \$5,000 from the Expendable Maintenance Trust Fund to replace the climate control system in the Cable Division.

This Resolution shall take effect immediately upon its passage.

Adopted: October 18, 2022

Attest:

X \_\_\_\_\_  
Joshua Bourdon, Council Chair  
Date: \_\_\_\_\_

X \_\_\_\_\_  
Cristina Guilford, Town Clerk  
Date: \_\_\_\_\_