



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

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Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Council Meeting Date:	November 14, 2023
Agenda Title:	Town Hall Asbestos Abatement Project
Requested Action:	Receive the information on the continuation of Abatement Project
Department / Agency Lead:	Human Capital/Risk Management & Facilities
Staff Lead:	Chris Melmer, Kasey Braun, Johnny Switzer,

EXECUTIVE SUMMARY

In early October, during routine HVAC work on the 15-ton basement unit at Town Hall, the vendor identified that the system needed thorough duct cleaning. Due to the pre-1990 age of the building staff conducted proactive testing for possible asbestos containing material (ACM) prior to any disturbance of the ductwork. Upon receipt of positive samples of ACM, staff immediately reached out to a remediation vendor to further examine Town Hall and determine the necessary steps, to include additional sampling, cleaning, and if applicable, abatement needed to ensure the safety and wellbeing of our staff and public. Therefore, sections of Town Hall will remain closed until full remediation efforts are concluded and this will be based upon our third-party consultant recommendations.

BACKGROUND

Over the last two years, the Facilities Department has received numerous HVAC complaints due to the limited to no functionality of some the HVAC units within Town Hall. Therefore, in the FY24 budget, it was proposed and approved to identify and fix, as appropriate, the HVAC concerns within Town Hall among other Town facilities.

During the preventative maintenance of the HVACs, some staff in Town Hall communicated that once proper air flow was restored, they found debris on their workspace. The HVAC vendor recommended testing to ascertain whether they were free of hazardous materials or not due to the pre-1990 age of the building. This led to the collection and testing of debris samples which resulted in a positive sample of chrysotile asbestos containing material. Therefore, upon receiving this positive result, staff reached out to a remediation vendor to further examine Town Hall and determine the necessary steps, to include additional sampling, cleaning, and if applicable, abatement needed to ensure the safety and wellbeing of our staff and public.

Upon further consultation with our third-party consultant, additional sample testing was conducted on the first floor in both the new business and old side of Town Hall. These test results were well below the permissible level threshold per OSHA; therefore, after further consultation with our third-party consultant, the new side of Town Hall was cleared for re-occupancy on November 1, 2023.

At the time of this report, the re-occupancy of the new business side Finance and IT hallway is projected for November 6, 2023. The re-occupancy and reopening of Town Hall to the public is projected for November 20, 2023. The remaining timeframes allow for the installation of new flooring, the reinstallation of furniture, the reconnection of network infrastructure. The old side of Town Hall will remain closed as we continue the HVAC cleaning. We anticipate the old side to be reopened by December 2023.

To conclude, a remediation schedule was devised in a manner that would impose the smallest amount of inconvenience on the public and on staff. All impacted workspaces were relocated to temporary workspaces in other Town facilities throughout the remediation process.

STAFF RECOMMENDATION

Staff's recommendation is to continue to follow guidance and direction from the third-party consultant, Virginia Risk Sharing Association (VRSA), and the Town Attorney.

The purpose of continuing consultation with a third-party consultant is to provide a safe and healthy working environment for our staff and citizens through the completion of the Town Hall HVAC repairs and duct cleaning.

Service Level/Policy Impact

Overall, there was limited to no disruption to Town services and operations. Town Hall was closed to the public on Friday, October 13, 2023, at approximately 1:00 PM, and during this time, impacted workspaces were relocated to other Town facilities to continue operations. Alternate locations were also established for the continuation of services.

Fiscal Impact

The financial impact is still being reviewed as we review the total remediation efforts needed. We will provide a further analysis and status of the fiscal impact at the next Regularly Scheduled Town Council meeting.

Legal Impact

The Director of Human Capital and the Risk Manager are discussing all legal impacts with Virginia Risk Sharing Association (VRSA) and our Town Attorney.

ATTACHMENTS

None.