

# Joint Facilities Committee

## Thursday January 3<sup>rd</sup>, 2019

### 6:00pm Enfield Town Hall- Thompsonville Room

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#### 1. Call to Order

6:02pm

#### 2. Roll Call

**Present:** Bob Cressotti, Wendy Costa, Walter Kruzel, Doug Maxellon, Joe Muller, Tim Neville, Bethany Ouellette, Charlotte Riley, Scott Ryder, Donna Szewczak, Melissa Everett(6:25), Christopher Cykley, Gregg Gabinelle

**Absent:** Tom Arnone

#### 3. Approval of Minutes

##### A. December 20, 2018

Motion to table by Joe, Second by Tim and all in favor.

#### 4. Special Guests

None

#### 5. Old Business

##### A. Henry Barnard Partial Roof Replacement

Gregg- There was an inspection on December 19<sup>th</sup>, there were minor issues found. I got information today that the issues have apparently been taken care of. We are waiting on confirmation for re-inspection. This is by Carlisle manufacturing at this point, not the town.

Doug- The town will eventually do an inspection to close the permit.

Gregg- That will be after the follow-up inspection. Hopefully this will be in the next few days.

Chris- We had the roof inspection 2 weeks ago. We have not seen a report yet but we were told that whatever deficiencies there were have been corrected. I'm trying to schedule the second inspection. The manufacturer's rep sent the list to Eagle and they went up and did what they had to do. We will end up with a warranty at the end of the inspection.

Doug- We need that to get our reimbursement.

Chris- We will submit the final paperwork and it should be a 60 day turn-around for reimbursement. This is considered a small project so it will go right through.

##### B. Town Facility Use and Consolidation Assessment

Gregg- Comments from our 12/20/18 meeting have been incorporated. I sent that version which I'm considering revision 3 to Donald Nunes, DPW Director and Lori Whitten. I received comments from Donald, they were substantial but mostly grammatical/editorial.

Doug- So you will wait for them and then go to the town attorney?

Gregg- Correct, I want to get input from Lori.

Tim- Are we including land? I know we are in draft form still. Is it too late?

Walter- The charge was for buildings only.

Tim- We have all this land, why don't we let someone do something creative with it and maybe put some parcels together and maybe that would interest a developer.

Gregg- I want Lori to look at this. This committee's charter is supposed to be focused on facilities. Then there is the budget which we are already pushing.

Doug- We should get together with developmental services because we seem to have some parallel things going on.

Charlotte- We should meet with the Economic Committee.

Doug- Even if we just did the buildings only, to me developmental services should be involved with this also. They may be doing some of this already.

Bob- A lot of this stuff is being discussed amongst them.

Walter- We need to get a joint meeting with them.

Doug- We need to see how we can help each other out. We all need to communicate to make sure we are not duplicating our efforts.

Bob- We just hired Patrick McMahon who is going to be helping with the Thompsonville revitalization plan. He is a great resource. He knows what is going on with the economic development commission. We should get him and Lori Whitten in here to get us up to speed on the riverfront development. What are the specific plans? We are still waiting on Eversource, on their actions and activities in the building adjacent to the casket company.

Donna- That is why we have been warehousing a lot of the buildings in Thompsonville for transit-oriented development.

Doug- The more people you talk to it seems like there are already pieces in motion. We need to get a communication link.

#### **C. JFK PCB Management Plan**

Gregg- They are going back tomorrow to do 5 re-samples of air from 5 different locations. The lab botched those. The rest of the air samples were clean. I have a quote from Fuss and O'Neill for another \$50,000 for the next 2 quarters of sampling.

Doug- Do we have to continue those even though we have a building project in place?

Gregg- Yes, as long as there are kids in the school.

Chris- The first step would be to talk to EPA to see what the requirements are going to be during construction.

#### **D. Energy Performance Contract**

Still tabled

#### **E. Roof Management Plan**

Chris- Is there money being allocated?

Donna- I have asked for \$1million to be allocated for roofs in February. I'm pushing for it.

Chris- There are steps to the grant application that need to be completed. Don't think that if we get the funding approved in late February that we are going to be submitting a grant 3

weeks later. There are more pieces to that. You are still going to need an architect, a design and an estimate.

Gregg- We have enough money for the rest of the Barnard roof design. Are we finishing Barnard or doing part of Whitney?

Chris- As long as the town appropriates the total project budget that is all the state cares about.

Doug- So as long as we have a resolution from the council we are all set?

Wendy- We need a calendar that says we are going to do this on this and this on that date.

Chris- Ideally we should be submitting a grant application in February.

Doug- The project should be in progress right now.

Chris- Once you submit the grant application you are fighting the state's process. You have 6-8 weeks of bidding by the time you advertise.

Doug- We have to go out to bid for a designer and give them time to design it.

Donna- We need an estimate before we even ask the council to approve an amount of money. We need to hire an architect and get the estimate and then the council can approve the amount of money.

Gregg- We have funding available to finish the design for Barnard.

Doug - I think we should finish Barnard before we start anything else.

Donna- Will we be pointed out for violating the charter?

Doug- That is a council issue.

Wendy- The architect can do it in phases to avoid that.

Chris- How is that a violation if you are appropriating \$1.2 million?

Donna- For roofs, not necessarily for one roofing project.

Scott- If you keep it plural (roofs) then it is going towards roofing projects, if it is one thing it has to stay under \$586,000. You can't spend more than that on any one thing without going to referendum per our town charter.

Gregg- What might save us on the cost to finish Barnard is there are no hazmat and no damage to the decking. Those will both save us money. I have an estimate of \$870,000 here to finish Barnard.

Chris- Those are based on the numbers from the first section. It was a good estimate but could be higher this year. The 2 sections that are left to do at Barnard in terms of roofing are slightly more involved to do. The 2 sections we already did are mostly flat. The rest of it has curves and rooftop units, etc. to work around.

Donna- What does everyone think we should do? Finish Barnard or a part of Barnard and start Whitney?

Bethany- Finish Barnard.

Scott- We need to finish Barnard but to get around this we would start on a second.

Wendy- Finish Barnard.

Melissa- Finish Barnard and whatever we need to be in compliance.

Bob- Finish Barnard.

Doug- Finish Barnard and start design on the second one.

Scott- We have to do something to the second building or we have to go to referendum.

Donna- The only other option is to go to referendum for \$5 million.

Doug- That won't be until November and it won't pass with our \$84 million dollar school that just passed.

Donna- So the people here have decided we should finish Barnard and start the design on the next roof.

Doug- They are loaning us the \$ out of the general fund.

Donna- Yes, a loan from the general fund that will have to be paid back.

Chris- The reimbursement will not be the full amount, it will be 71%.

Donna- When we are reimbursed the \$ from the state that will be the acceptable money to put back into the general fund.

Gregg- Is DPW funding the Barnard part of this up front? We need to get on this now.

Doug - We will have to do an RFQ for the architect.

#### **F. Joint Facilities Committee Communications**

Scott- I have access to the town website to edit it. There was a glitch that I needed an answer on but I should be able to add to our straight up agendas, notes and minutes. I will be able to elaborate a little more than just the straight up minutes. We can expand on a piece of the minutes to get feedback and make it more transparent.

Donna- This committee has moved referendums forward.

I have been asked to go speak before the mayors advisory and I'm going to bring Scott with me. I would to have Bethany and Wendy to join us. I want to talk about where this committee started, what we have done and what are plans are and get some feedback.

Scott- The Mayor's Advisory council is a citizens group of 50 to 60 volunteers and you get about 40 to come each quarter. There will be a guest each time that speaks. Residents get a chance to ask and get questions answered. The questions go to the guest first and then it opens up to other town questions. It is a great way for residents to kind of dip their toe in the water of how their town works.

#### **6. New Business**

None

#### **7. Committee Comments**

Doug- P3 projects info was sent out and I found an article on the riverfront. Just throwing it out to think outside of the box.

Wendy- UCONN is going to do a P3 project.

Doug- Just trying to get the idea that there are other means other than raising the taxes to build things. We can't afford too many more taxes increases. We need to look outside the box.

Donna- We need a Facilities Manager.

Melissa- What is the barrier to hiring one?

Doug- They never replaced after the last one left. It is a budget thing.

Gregg- We need to be better at recording repairs, inspections and projects.

Doug- Suffield has only about 6 or 7 buildings and they have a Facilities Director, we have 38 and we don't have one. For a town this size that is unheard of.

Donna- Roofs leak long before they drip. These roofs should not be 35 years old.

Melissa- Did we figure out in the RFP for the consultant if we are able to include the properties as well?

Scott- We are not, our charge is the buildings. We did discuss that we will work more closely with Economic Development.

\*We will look at the Charter and further discuss our charge.

Gregg- Our DPW Business Manager was help me assemble revision 3 of the RFP for the Facilities Master Plan and noted the insertion of a mandatory pre-bid meeting and was concerned in making that mandatory that we would be restricting responses to local companies. Should we make it voluntary or have something online?

Doug- I like the pre-bid.

Donna- Online sounds good.

Doug- You can't see detail without doing a walk-around. They should be afforded the chance to go into these buildings if they choose to.

Chris- You can do a project sheet for each building and include size, age capacity being utilized, and services currently there. You are looking for someone to pull all the strings together.

Donna- You usually don't see a mandatory walk-through for these master plans.

Gregg- Right now in the table it lists square footage, acreage, address and use. We should probably add age, % utilized and services.

Chris- You may want to go one more step and include whether or not it is code compliant. The more information you give them now the better fees you are going to get. You can do a mandatory sign in or register and download the RFP that way you know who is really interested in it. All you have to do is get their name and company and an email address.

#### **8. Set Next Meeting Date**

2 weeks from today at DPW unless otherwise changed.

#### **9. Adjournment**

Motion by Melissa and all in favor at 7:24pm.