

Joint Facilities Committee

Thursday, January 13, 2022

6:00pm virtual via TEAMS

1. **Call to Order**

The meeting was called to order by Gina Cekala at 6:03pm

2. **Roll Call**

Present at the meeting were Gina Cekala, Matt Despard, Tina LeBlanc, Tim Neville, Bethany Ouellette, Marie Pyznar and John Unghire. Absent from the meeting were Jonathan LeBlanc, Doug Maxellon and Scott Ryder. Also present at the meeting were guests Donald Nunes, Director DPW and Chris Cykley, CSG.

A MOTION was made by Tim Neville to add to the agenda to elect a chairperson for the committee, seconded by Marie Pyznar.

A NOMINATION was made by Tina LeBlanc to nominate Gina Cekala, seconded by Marie Pyznar.

A MOTION to close nominations was made by Marie Pyznar, seconded by Tim Neville.

Upon a SHOW-OF-HANDS vote being taken Gina Cekala was voted new Chairperson of the Joint Facilities Committee by a 7-0-0 vote.

3. **Approval of Minutes**

A. **October 28, 2021**

Motion to approve made by Tim Neville, seconded by Tina LeBlanc. Matt Despard, John Unghire and Marie Pyznar abstained. Motion passed 4-0-3.

4. **Special Guests**

Donald Nunes and Chris Cykley will both speak on agenda items but not under guests.

5. **Unfinished Business**

A. **Henry Barnard Partial Roof Replacement Phase 1, 2 and 3 Eli Whitney and Hazardville Memorial Roof Replacements**

Chris Cykley stated that there are no new changes. Recap on Phase 1 and 2, the BOE has accepted those projects as complete, and the final accounting paperwork has been submitted to the state to begin their audit process. Upon completion of the audit is when we will receive our final payment on those projects. The state has 5 years to complete the audit. It is a financial audit. We submit to them the RFP's and all the invoices, they then make sure it all adds up and come back to us with comments. Barnard Phase 3 we need to schedule the BOE meeting to accept the project as complete so we can submit the final paperwork to the state. He also reported that Eli Whitney and Hazardville are both advertised and out to bid right now. Tuesday there will be mandatory walk-throughs and the bids are due 1/28/22. The walkthrough is for prospective bidders, me, Chris Ckyley, Donald Nunes from DPW and Tom Hibbard the architect.

6. **New Business**

A. Roofs

Gina Cekala stated that the roof referendum has passed. We now as a committee need to look at what the timeline is, what the strategy is and do we need to re-prioritize the order of the roofs being done.

Donald Nunes stated that we have 2 RFP's in the Finance Department. 1 is for the school side and 1 is for the town side. What I have included in this RFP to solicit consultants to do is sit investigation, construction drawings and bidding documents, handle the grant applications, attend these committee meetings and project manage to whole project. I have had many conversations with Finance Director Wilcox about the order we will do these roofs in and how to get the most bang for our buck because we have portions of these roofs that are not of age yet. He wanted to know if we could push back the 2 stage roofs and do the entire roof as one project and hopefully get some economies of scale. Director Wilcox wants to know if we can re-order the buildings so we don't have to do them in phases. We would end up skipping a couple years which would not be bad. Below are the original proposed and the pushed back order.

<u>School side</u>	<u>Town side</u>
2022 – Parkman	2022 – Public Safety Complex
2023 – Stowe	2023 - Alcorn
2024 – Crandall	2025 - Annex
2025 – Enfield Street School	

2024 – Crandall, Parkman	2023 - Annex
2025 – Enfield Street School	2024 - Alcorn
2026 – Stowe	2025 – Public Safety Complex

If we replace the whole roof at one time, come replacement time in 20 years the whole roof would be replaced at one instead of in phases. We are going to have all the architecture done at once. Gina Cekala stated that Public Safety Complex is slated to be done year 1, 2022. Does it make sense to keep that and is it the will of the Council and or the Town, to go back and try again for a Public Safety Complex referendum. If we do, that does it make sense to roof that now or should we wait. Donald stated we could do either order. He also said it could be good to wait because of the supply chain issues right now. Gina Cekala opened it up for comments.

Marie Pynzar stated that she would like to see the Public Safety Complex go back up for a referendum. She agreed on pushing that one down on the order. I think we will get a bigger bang for our buck to do one school complete instead of breaking it up into phases.

Tina LeBlanc said she agreed with Marie Pynzar on the Public Safety Complex. She though it showed a lot of forward thinking by Mr. Wilcox.

Tim Neville also agreed on the Public Safety Complex part of it too. I think we need to take the time to put the roof projects in an order that makes sense. The reason we had been doing phases is because we only have the summer to get the school roof projects done. If we are going to do a whole school roof, are we able to do that in a summer? Chris Cykley responded

with, in the past like with Barnard phases we always struggled to get the funding in place. We were restricted on how much roof we could do with the funding and were always behind the optimal time to put it out to bid to get the work done over the course of the summer. We never started in June the day after the kids get out. It is absolutely possible in this scenario now that the funding is in place and as mentioned earlier the designs being completed well in advance. We can bid these out much earlier and be able to start in June and utilize the entire summer. We would then get economy of scale because we would be buying the entire roof in one shot.

John Unghire being new to the committee asked if someone could explain what the difference between phase 1 and phase 2 is. Gina explained that if the roof is done in more than one phase, it would only deal with a portion/section of the roof at one time. If the roof project only has one phase it is all done at the same time. John also asked what the difference was pertaining to money from the state as opposed to a referendum for the Public Safety Complex. The committee needs to get further clarification on whether it will be money front loaded or a reimbursement from the state similar to the roof grant projects. Gina seemed to think it would trigger a referendum either way.

Bethany Ouellette wanted to know if the gym part of the roof at Barnard was going to be part of the referendum. When the 3 phases of Barnard were done that portion was not yet 20 years old. Donald Nunes stated his data shows that the portion of roof on the Barnard gym is 17 years old. It is not currently part of the roof referendum. The entire roof will be done for Stowe, Crandall, Parkman and Enfield Street including the additions. We will have to push back the order in order to do the entire roof so that all portions will be at 20 years. Bethany agreed with moving the Public Safety Complex forward.

Matt Despard agreed to move Public Safety back. He stated that doing the roofs in their entirety makes it easier for future replacements.

Gina Cekala said that her, Marie Pyznar and Matt Despard should go back and talk with their caucuses and the Town Manager and see what the will is regarding the Public Safety Complex and whether we want to go out for another referendum. If the answer is no, there is no need to push it back in the order we can do that one first.

Marie Pyznar wanted to know if it could be on this November's ballot.

Gina Cekala said yes, it doesn't need to be a municipal election. We would need to hit the timeline and deadlines so a decision would need to be made sooner rather than later.

Tim Neville brought up Barnard gym again and wanted to make sure we don't lose sight of the fact that it still needs to be done.

Chris Cykley stated that it may be able to be done similar to Whitney and Hazardville where John Wilcox can appropriate his max appropriation, so it is under the referendum limit. If it exceeds the limit, we do have time now to approach John and have him start to put away money in this fiscal year and the next fiscal year the balance.

Bethany Ouellette wanted to know if we will still be working on phases at Whitney and Hazardville at that point.

Chris Cykley said we will not know until the bids come back at the end of the month. Depending on how the bids come back, we may have to phase those roofs.

B. Transfer Station

Donald Nunes stated that the first time we went out to bid, we received no bids. We went out a month later and received one bid. That bid came in at \$844,820 for the base bid. With the second scale it would be an additional \$98,000 for a total of \$942,820. Currently through Capital and John Wilcox we budgeted \$610,00 that hit the books 7/1/2022. John Wilcox can appropriate \$689,000 for one project before we have to go to referendum. Prior to the meeting I had a conversation with John Wilcox and there is money that is available that is already appropriated for the infrastructure sinking fund. There is \$300,000 that is in there right now. So already appropriated is \$610,000, the \$300,000 that is in the sinking fund which could be used to separate the water, sewer and the septic. He would then need to appropriate another \$50,000 or so. It is doable, the bid is still good for the contractor. We have a month before the bid expires. If the Council wants to use the \$300,000 from the sinking fund and have John appropriate another \$60,000-\$78,000 we can do the project. This would have to be the will of the Council. We can replace the money in the sinking fund for July 2023.

Gina Cekala stated that she and Donald talked prior to the meeting about the bid coming in high and if it was possible to use any ARA monies for sewer or water since the Town Managers office was looking to do bathrooms around fields. It is something we are going to look into.

Donald Nunes stated that the \$300,000 in the sinking fund has already been appropriated for infrastructure, if we take the ARA money out and appropriate it for the transfer station regardless of how much if we bring in \$400,000 to the \$610,000 it puts us over referendum limit because it is appropriated to the same project. The extra money would have to come from the infrastructure sinking fund. Approval needs to come from Council.

Gina Cekala opened the floor for committee comments. Do we want to have water and sewer at the transfer station, do we want the second scale?

Bethany Ouellette stated that she thinks the water is necessary, it was the main goal and the work condition that they should have there. Bethany asked if this sinking fund is the same one that we were using for roofs. Donald replied, no. There are 2 separate sinking funds. This one is specifically for infrastructure.

Tim Neville stated that he agreed with Bethany on the water issue. He said he thinks if we don't add the water, it's not worth doing. He said if we can use the sinking fund, let's use it. He also commented that the second scale should not be an add-on, it is needed, especially on a Saturday.

Marie Pyznar said if we are going to do this project, we need to complete it from start to finish. She is for using the infrastructure money.

Gina Cekala said that this is exactly why we have sinking funds. We have sinking funds so we can put money away that is earmarked for projects under the referendum amount so we can get projects done without going to referendum.

Donald Nunes said that value engineering the project down was not working. The best course is to do the whole project and use the sinking fund money.

Gina Cekala said that it doesn't seem like a project that can be done in phases.

Matt Despard asked for clarification on what Donald meant when he said the \$300,000 would go back in the sinking fund in 2023.

Donald Nunes stated the Council would designate \$300,000 out of capital finds for 2023 to put back into the sinking fund to replenish it or they could decide to leave it at \$0. The contractor is in town, and we could start the process now and throughout February and start the project in April.

C. Discussion around making JCF the building committee regarding roofs

Gina Cekala stated that she has had discussion with the Town Manager's Office, Donald Nunes and Chris Cykley and my understanding is that the town roofs don't need any resolutions regarding the Joint Facilities Committee being the building committee because DPW is going to deal with that. The school roofs, each school is going to require their own resolution. JFC will be acting as the building committee for the school roofs.

7. JFC Communications

Scott is not present tonight.

8. Committee Comments

Marie Pyznar said that during some of the BOE meetings there have been some people asking about using the ARPA funds for better air purification in the schools. Can we look into this? If we are going to be doing roofing, that might be a good time to put in some kind of exhaust. Donald Nunes said that with all the stuff with COVID, all the fans, all the exhaust fans, everything is working. We have replaced countless pieces and parts. We have looked at putting in some sort of system but some of these older systems are not designed for HEPA filters. There are other ways to do it, but they are extremely costly. There is more to it than throwing a better filter in.

Chris Cykley added that all the filters at JFK are HEPA based but nothing that relates to COVID. They are filters that meet the new energy code standards.

Bethany Ouellette inquired if Jonathan LeBlanc was still working with the school on the presentation of JFC.

Gina was not sure about that, but we will find out from him.

9. Next Meeting Date

Feb. 10, 2022 6:00pm, location TBD

10. Adjournment

D. Motion to adjourn by Marie Pyznar, seconded by Matt Despard at 7:05pm.