

**Capital Improvements Advisory Committee
Town Manager's Conference Room
Minutes
January 27, 2010**

Committee Members	Present	Absent	Excused
Les Cole Chairman	X		
John Mullin, Vice Chairman	X		
Louis Robitaille	X		
Robert Turgeon			X
Peggy Wagner	X		
Liaison			
David Drake, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison			X
Staff & Guest			
Jeff Bridges, Town Manager	X		
Lisa Hancock, Finance Director			X
Michael Kohlhagen, Supt of Schools	X		
Chris Drezek, Business Mgr.	X		
Fred Bushey, Dir of Maintenance	X		
Julie Montinieri, Vice Chair – BOE	X		

Chairman Les Cole called the meeting to order at 6:00 P.M.

- A. Approval of Minutes of January 20, 2010 Meeting – Motion made by John Mullin seconded by Louis Robitaille to approve minutes. **All members voted in favor.**
- B. Public Comments – None, no public present.
- C. Discussion of Board of Education Needs – Michael Kohlhagen gave the opening remarks for the Board of Education and introduced his staff and BOE Members present. He thanked CIAC members for the funds provided last year and advised that the Emerson – Williams boiler is up and running. There are punch list items to be completed and items need to be completed on the digital controls. He advised the BOE is cognoscente of the economic times and their capital requests reflect that. Mr. Kohlhagen gave opening remarks on each project and Fred Bushey followed up with specific details.
 1. Webb School – Window Replacement - \$780,000 – Mr. Kohlhagen advised the town has submitted a grant to get this project done. He is confident the town will receive this grant to complete the balance of the windows at Webb School to complete the installation of energy efficient windows in the building. The windows will go on the courtyard walls, partially on the north side of the Media and partially on the west side of the service area. Abatement will be required of all window facades as the caulking has tested positive for asbestos.
 2. Silas Deane Middle School – Cafeteria Floor Replacement - \$30,000 – During the summer of 2009 the maintenance staff had to demolish one third of the floor in the cafeteria and replace it with VCT tile as the flooring had exceptionally wide gaps and curling which created a tripping hazard on the east side of the cafeteria. This area is over the boiler room which contributed to the problem. The \$30,000 will be to replace the balance of the floor with VCT tile.
 3. Hanmer School – Fire Alarm Replacement - \$120,000 – The current system is obsolete and outlived its useful life. It is difficult to find replacement parts and the next time the system goes down they might not be able to bring it back up. This facility is scheduled for renovation but by the time a bond is passed and work begins we are looking at three to four years out. We need to consider the safety of the children.
 4. Wethersfield High School - Office of Civil Rights Compliance - \$25,000 – This is continuation of work as a result of an audit by the State Office of Civil Rights. Fred

Bushey advised the funds will be used to install railings in the building and a ramp behind the building so students in wheelchairs can get the athletic fields for physical education.

5. District Wide – Radios for Security - \$40,000 – This was a subject last year. The BOE is looking for radios so they can contact the police in case of an emergency or lockdown. During normal operations there will be a radio in the principal's office and the paraprofessional overseeing recess will have one so they can call in emergencies if someone gets hurt at recess. Peg Wagner asked why they could use their cell phones. Jeff Bridges advised some radios will be freed up for the BOE thru the re-banding currently taking place. At this time we don't know how many radios will be available. The BOE is looking to purchase 40 radios.
6. Wethersfield High School – Paint Gymnasium “A” - \$30,000 – The paint is chipping off the walls and ceilings in the gym. The last time it was painted Pete Kokkinos was the Athletic Director and the work was done by volunteers. Fred Bushey was asked if the work would be done by his staff and advised it would be put out to contract so the work could be done during the summer within a one month timeframe to limit the down time for Park and Rec. to use the facility for programs.
7. Emerson – Williams – Removal of Carpet, Replace With VCT - \$100,000 – Last year Fred had the entrance areas redone removing the carpeting and installing VCT tile. The current carpeting is showing wear and needs replacement. Tests have been done and there is no asbestos under the carpeting. VCT Tile is more resilient and has a longer life span that will provide aesthetic look conducive to primary school learning.
8. Hanmer School – Asbestos Abatement - \$600,000 – The asbestos tiles keep popping up and need to be removed and replaced. The adhesive under the tiles also contains asbestos. Fred has stopped stripping the floors in this school to limit the number of tiles popping up. The majority of the building needs to have its tile replaced. All the closets, classrooms and corridors need to be done. There would be a 48% reimbursement if this went thru the State.
9. Highcrest School – A/C Café & Kitchen – DDC Controls - \$170,000 - .This is to take care of a health issue. The kitchen is in an area where there are no outside windows so heat from the Ovens, Warmers and Bane Marie keep the area hot. There is ductwork in the kitchen but an AC roof top unit is needed to connect to it. There is no ductwork in the cafeteria area. The addition of the digital controls to the building at the same time will reduce energy costs. They need to hire a consultant to determine the size of the HVAC unit needed for these areas.

Once their presentation was over and questions were answered, BOE Staff left at 6:58 PM.

D. Discussion of Old Business –

1. None

E. Staff Information –

1. Mill Woods Information from Kathy Bagley – This was included in the packets as information.
2. Fire House Information from Rich Bailey – Rich Bailey provided the window information and John Mullin provided a breakdown of the replacement costs for the equipment in Fire House One.
3. Must Do Should Do Can't Do List – This form was included in the packet for use in reducing the total first year budget requests from \$6,394,400 to \$1,500,000 the budget provided us by the Mayor.

F. Draft Must Do Should Do Can't Do List – The initial list showed all General Fund Projects as “Must Do” The Committee then went to the process of rating all the general fund first year projects as “Must Do”; “Should Do” or “Can't Do”. Each project merit was discussed before a rating was assigned to it. Once the first pass was completed the “Must Do” List was whittled down to \$2,244,400. Because of the hour, the Committee decided not to make a second pass of the list but have an updated report released with an agenda for next week where they would whittle the list down to the authorized budget.

- G. Next Scheduled Meeting – The next meeting will be February 3, 2010 in the Town Manager's Conference Room.
- H. Adjournment - Motion by John Mullin seconded by Louis Robitaille to adjourn. **All members voted in favor.**
Meeting adjourned at 8:47 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner
Director of Public Works
Town Staff Liaison

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