

Capital Improvements Advisory Committee
Conference Room Two
Minutes
February 3, 2009

Chairman Les Cole called the meeting to order at 6:00 P.M. Members present: were: Les Cole, John Mullin, Louis Robitaille, Robert Turgeon and Peggy Wagner. Staff Liaison present were Tony Martino and Mike Turner. Council Liaison Martin Walsh, Superintendent of Schools Michael Kohlhausen, Karen Clancy, Fred Bushey and BOE Members Penny & Tristan Stanziale were also present. No Committee Member was absent.

- A. Approval of Minutes of January 21, 2009. Motion by Louis Robitaille seconded by John Mullin to approve the minutes. **All members voted in favor.**
- B. Public Comments – None
- C. Discussion of Board of Education Needs – Michael Kohlhausen passed out a Summary of the BOE Ten Year Capital Improvement Plan. He advised due to the economic times he has kept their needs to a minimum. He gave an update on the needs for the renovations of the High School and Hanmer School. We are hoping for funds from the Obama Stimulus Package to get this work accomplished. The Board is currently refining their budget for submission to the Town and it looks like they will be coming in with a 3.88% increase over last year. He then turned the meeting over to Fred Bushey who went over their list of requests for next year in priority order.
 1. Emerson Williams – Phase II Boiler Replacement - \$200,000 – This is to replace the Boilers at Emerson Williams School .In the current year budget we gave them \$200,000 for the project. Last night the Council approved a purchase order for an Architect to do the design and specs for replacement boilers. They are also getting an environmental firm to do the specs for the asbestos removal. Both functions total \$30,060 leaving \$169,940 towards the purchase of the boilers. Fred advised we missed out on CNG funding to offset the costs but there might be a new program for rebates that we will apply for if they become available. Fred advised one of the boilers is down so they are working with one boiler. They will do what they have to keep that one boiler going until the replacements are installed.
 2. Emerson Williams – Replace Café HVAC Unit - \$45,000 – This unit has outlived its life expectancy and needs to be replaced.
 3. WHS Freezer Replacement - \$60,000 – This outdoor freezer has been subject to vandalism. The children keep climbing on the roof and have weakened the structure to the point the unit needs to be replaced. They wish to purchase a new freezer enclosing it so the kids cannot get on the roof and cause damage. He advised they currently had to put hose blocks to support the current freezer roof. He was asked if the freezer could be enclosed with a fence to keep the kids out. Fred looked into that but there is no fence strong enough to keep the kids out. If we put up a chain link fence they will use it to climb up on the roof. The plan is to put a pitched roof over the freezer with drains.
 4. Wright – Replace Skylights in Media - \$30,000 – This skylight has been repaired numerous times. It has now spilt. It has been braced and cover with a tarp to keep the leaks out. Fred asked the Roofing Consultant to look at this and they developed the fix of replacing the skylight with a wood base and penthouse design using wired glass for the window. This will allow natural light into the media center. Supt. Kohlhausen advised that this needs to be done to keep water from down pouring on books.
 5. WHS Office of Civil Rights Compliance - \$100,000 – As a result of a Civil Rights audit last year we have \$2,400,000 worth of improvements to do to the High School Complex. This year the BOE has done minor things such as lowering pencil sharpeners, signs and minor repairs. Next year they would like to replace chairs in the back of the auditorium to make room for wheelchairs, ramping and handrails. The plan was for the in fiscal year 2010/2011 take care of the rest of the work thru the renovation bond which is now on hold. The BOE

must keep the State apprised of what is being accomplished and show due diligence to get the total project accomplished

6. Direct Digital Controls – Highcrest and Charles Wright Schools - \$100,000 – The current control system is an analog system that is outdate and hard to get parts for. We need to update the system to be able to control energy use in the facilities when they are shut down or in limited use. Each school will cost \$50,000 to upgrade.
7. District Wide Radios for Security - \$40,000 – The have a need to get all schools equipped with radios to be able to communicate not only with other schools and the central office but also the Police Department on certain occasions. Current radios are radio shack radios which are only good within a school due limited range capacity. Supt. Kohlhagen advised now that the BOE is involved in Emergency Operations they need radios that are compatible with the town radios during an emergency.

Prior to their leaving Chairman Cole thanked the BOE Staff and Members present for coming and advised that the Committee has been requested to cut their numbers from last year, but the will do what they can to meet the Board's needs.

- D. Old Business –:None
- E. Draft Must Do Should Do Can't Do List – The Committee then went thru the list of general fund items requested from all departments to prioritize requests and reduce the first year requests from \$5,584,407 to within a range close to the budget the Mayor gave them. Within their criteria to allocate funds they tried to take mandated items, safety, energy savings and completing open projects. The Committee feels we have too many projects started that are under-funded and have to be done in phases which should be completed and taken off the list of things to do. After four rounds of cuts the Committee came up with a final list of projects totaling \$1,370,000. This is over the \$1,000,000 the Mayor asked us to try and stay within but \$6,000 less than last year, thus the Committee is turning in a budget with less than a 0% increase over last year. **NOTE:** For the record Peggy Wagner was shocked she made the motion to keep in the canopy over the gas tanks. This was the first time she has voted for the canopy to put this project to bed. Committee Members were advised that any Capital Approved Project approved that was also on the Stimulus Package list and subsequently approved by Congress for reimbursement the CIP Funds for those projects will be allocated to other Projects. Councilor Walsh agreed that the Committee would be called on to review the outstanding list of projects and recommend reallocation of those funds to Council.
- F. Next Scheduled Meeting – Because the Committee finished the Must Do Should Do Cant Do list tonight the next scheduled meeting on February 4, 2009 in the Town Manager's Conference Room is cancelled.
NOTE: (Prior to calling for adjournment Chairman Cole and Council Liaison Walsh thanked the Committee for their hard work and dedication to the Committee.
- G. Adjournment - Motion by Peggy Wagner seconded by John Mullin to adjourn. **All members voted in favor.**

Meeting adjourned at 8:37 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
Town Engineer
Town Staff Liaison

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