



**TOWN IMPROVEMENTS COMMITTEE  
February 28, 2024  
Ludlow Room  
Special Meeting  
HYBRID Meeting  
UNAPPROVED MINUTES**

**1. CALL TO ORDER**

Chairman Leroy Smith called the meeting to order at 7:00 p.m. Present was Councilor Mary Armstrong and Councilor William Pelkey

Staff: Peter Souza, Town Manager; Mark Goossens, Director of Public Works; Paul Norris, Director of Recreation & Leisure Services; Marco Aglieco, Building & Facilities Manager; Suzanne Choate, Town Engineer, Carlos Rosario, Facilities Manager – Board of Education

**2. PUBLIC COMMENT**

Leonard Lockhart, 57 Columbia Road, is coming to the meeting in his capacity as a Board of Education member. He wanted to thank the committee for considering the Clover Street Elementary School building project. He was a former liaison of that particular building and one of the main concerns about that particular piece of property is some of the erosion that comes down the hill, especially during the late winter, early spring it becomes a safety issue. Another safety issue that he hopes we can resolve sooner rather than later is the basketball court. It's a great space for kids to run and play, but with all the frost heaving that is going on such as cracks on the basketball court, we don't want anybody including a staff member to take a false step, when they are not paying attention and roll an ankle or something like that. He just wants to make sure the public knows that the town is actually trying to fix that space. There's been a lot of confusion about what the town's going to do about it. He just wants it to be on the record acknowledging the town is doing something about it and that we're notating the fact, especially if you look at the basketball court. If you take a look at it, there are a lot of cracks and raised issues. He's not sure if anything has made it worse over the winter, but we just want to make sure it's a safe environment for the kids through the rest of the academic year as you go through this project through the summer.

Councilor Armstrong asked what school we are close to? Mr. Lockhart responded to Clover Street. Councilor Armstrong then asked where is the location he is talking about? Mr. Lockhart responded that the property is situated on the top of the hill, then there's a slight slope down, then there's a small baseball/kick ball area to the right, then to the left if you go down another slope there are the basketball courts and then there's a lot of drainage within that area. It's a wet area. A lot of the drainage comes to that area and goes right through to where there is a huge drain right in the middle. It's off

the beaten path for the kids. But when the kids roll down that hill and staff is going after the kids and not paying attention, we just want to make sure nobody gets hurt. But the bigger piece for a lot of the people that have come to me is with the actual basketball court. He knows he brought that up at the Board of Education. Now all they have to do is to acknowledge it, thank the town that they've acknowledged it and that's the problem and that the town is fixing it. He wants to be on the record so people know this is being addressed.

### **3. UPDATE ON FY 24 CAPITAL PROJECTS**

Town Manager Souza stated the goal this evening is to provide an update on the four larger projects that have not yet been authorized from a funding perspective by the Town Council. We'll walk through those, give a high level scope and how some of those projects have been. The project scope and timing have been adjusted for a variety of different reasons. The request of the committee this evening is two fold. One is to let you have the ability to ask questions and get familiar with the projects as we plan to bring the four projects to the Town Council at this coming Monday night's meeting for introduction and then will ultimately be having a potential Special Town Meetings on March 18<sup>th</sup>. There's suggestions the committee has in terms of project scope and timing then this is an opportunity this evening for the committee to provide those comments.

Councilor Smith asked if some of these projects would require a referendum. Town Manager Souza responded that as we've laid them out to this evening, none of them will require a referendum but they require a Special Town meeting.

Town Manager Souza said the first kind of overarching piece of it is that these projects are much more complex in nature than if you look back 15 plus years ago, especially the HVAC projects. The challenge that the Board of Education staff and town staff have is to be able to know how to plan a project when you only have a rough eight weeks in that summer period between June 15 – August 15 to complete them. That eight week window is really hard. That's why you see us starting to divide projects. That's due to the complexity of the project and a very short window to get the work done. Then we have the greater more macro perspective, where there's not as many qualified HVAC companies that are skilled and available in the region because of workforce issues. A part of it is also that the State of Connecticut has really increased their funding for school-related HVAC projects in the last 2-3 years coming out of the pandemic. Therefore, every school district in the State is trying to get their work done in the same eight week period, which is not favorable conditions or dynamics. Those are the kind of overarching elements that we're working and focusing on first.

Councilor Smith stated this is he believes from back in December when they had their first meeting. These are the four projects that we're going to discuss tonight which have not received approval for construction funding. Councilor Smith outlined the 32 other

---

projects proposed for FY 24 which are in the Capital Improvements Program (CIP). So, what we're looking are the four main projects.

Town Manager Souza stated that we have a very robust CIP. We have a significant amount of projects in various stages. Some of those are already in construction. Some are in design phases and some of them their schedules have been somewhat altered and deferred. This evening we are focused on these four big projects which we would like to get approved and funded so that construction can be initiated this spring/summer.

**Oliver Ellsworth Humidity Mitigation HVAC Improvements Project**

Oliver Ellsworth Elementary School consists of classrooms, administrative office, library, cafetorium, gymnasium and locker rooms. The school was originally constructed in 1968 with an HVAC upgrades in 2018.

Due to the low heat load in the building limited ability to dehumidify this building experienced high levels of humidity. In December of 2023 we contracted with van Zelm Engineers, Inc. for the design portion of the HVAC upgrade. The design is complete and has been reviewed and approved by the PBC. Also in December the Town Council approved funding for the Dedicated Outdoor Air Systems (DOAS) as there was a substantial lead time for these items.

The type of units recommended, by van Zelm Engineers, are Dedicated Outdoor Air Systems with energy recovery wheels, also known as DOAS units. The DOAS unit will be provided with an energy recovery wheel that will recover energy from the exhaust air stream and a water coil to provide cooling in the summer and heating in the winter. The unit will also provide dehumidification in the summer.

Under a separate project proposed for summer of 2025 would be improvements to the building envelope including replacement of windows and doors.

If authorized, construction would start in June 2024 and be substantially complete by September 2024. This project is in the Capital Improvements Program (CIP) for the current fiscal year. The Town Council has previously approved cash funding for design services and purchasing of air handling units and equipment that had substantial manufacturing and delivery times.

The design consultant's estimated remaining project costs are below. It is recommended these cost be funded through long term borrowing.

The project costs are as follows.

Construction	2,475,000
HazMat Remediation	66,000
Clerk of the Works	31,000

---

Contingency	385,000
Bonding	<u>43,000</u>
Total	3,000,000

Councilor Smith asked how the clerk of works is different from the building inspector. Can they be the same are there some differences there? Town Manager Souza stated there are very distinct rules they need to follow and they have different roles and responsibilities. The Clerk of the Works is making sure that the project is getting done to the specifications. It's a contracted position and is not a full time one.

Town Manager Souza asked Marco Agleico, Building Facilities Manager, asked how many hours a day they are on site. Marco replied at least four hours and they have weekly meetings. The Clerk of the Works then goes out after the meetings to take pictures of the site and make sure everything is on track. Town Manager Souza added the Building inspector's role is to look at certain specific code and not necessarily the quality of the work.

Councilor Armstrong said she heard the bonding will be \$3,000,000 then why is it stating it's \$45,000? Town Manager Souza stated the amount of money that we will borrow for an anticipated 15 year term is \$3,000,000. The bonding factor there at \$45,000 is related to the legal costs, financial advisor costs along with the advertising costs. Generally, it's between 1% or 1-1/2% of the project cost.

Councilor Pelkey stated that in the agenda item summary there is one sentence that he believes he knows what he is saying. But for those reading this, you have this under separate project proposed for the summer of 2025 which would be improvements to the building envelope, including the replacement of windows indoors. That is a subsequent cost that is not included in here correct? Town Manager Souza said that was correct.

Town Manager Souza added that the Board of Education staff have done some replacements and repairs around some of the doors that they get done. But this project would be much more involved. It could be done in phases to replace all the exterior windows in the building since they are original to the building and are certainly not up to today's energy code. But at this time, they do not have to be replaced.

Councilor Smith asked if that would be in Fiscal Year 2025? Town Manager Souza said that as we are working on updating the CIP, his vision is that we would at least put in some money for that project but we're talking \$1 billion.

Councilor Pelkey asked how we are doing on the DOS units. Where are we on the timeline with these? Mr. Agleico stated they're on schedule to arrive on time.

Councilor Smith said he noticed for the L.P. Wilson project that only one bid was received. You also mentioned the fact that this is just a situation where a lot of school

construction is going on in the State of Connecticut, allocated funding to the HVAC school program. What do you anticipate in terms of bidding for this? Do you anticipate any issues on that? Also, if we get only one bid, can we go with that one bid or would we have to rebid it again? Town Manager Souza said we are able to go with that one bid as long as the Public Building Commission feels that it's a qualified vendor and that the cost is appropriate and within the range. This project is a different type of approach than the L.P. Wilson project as it is a different system design.

Town Manager Souza asked Mr. Aglieco to say a little bit about the differential between the two so the committee knows. Mr. Aglieco said the difference between the two is Oliver Ellsworth has units on the roof and there's duct work on the roof and then as soon as it goes into the pods, the duct work is all interior so there is quite a bit more sheet metal work on Oliver Ellsworth than just the installation of the units and some structural work. There will be additional piping as well. The majority of the work is going to be mainly on the roof and then in the gym area. It's somewhat of an easier installation. L.P. Wilson has a VRF system and every classroom will have essentially an air conditioning unit in it. Each one of those units will require piping to it as well as electrical. So there are some that are going to be going down the corridor to distribution boxes which will then go to each of the classrooms. This is much more labor intensive. There's also some work on the radiation that's going to have to be done. There's much more work at L.P. Wilson.

Town Manager Souza stated that he was optimistic that we'll get several contractors that are interested in this work and we'll be able to get started soon.

### **LP Wilson HVAC Upgrade – Phase 2 Improvements Project**

The LP Wilson Community Center was built in 1958. The original building was 90,000 sq. ft. In 1972 an addition of 22,000 sq. ft. was added. The boilers, domestic hot water heater, and related pumps were replaced in 2021. The Senior Center section was renovated in 2011. The majority of this building uses the original perimeter radiation, air handlers for heating. Window units and wall units are used for air conditioning in office areas and auditorium. The existing HVAC systems do not provide ventilation to current energy code standards. Due to the size, scope, and costs of this project, it has been divided into four phases. The phases will provide better building safety and accessibility for employees and visitors during construction.

The construction services for Phase 2 are primarily for the north portion of this building which are areas utilized by the Board of Education. As outlined in the CIP this phase of work included the installation of 4 new Variable Refrigerant Flow (VRF) Systems related piping, electrical, and digital controls. These units are designed to condition the space and will provide both heating and cooling. This will also include 2 new rooftop units for the gym and 1 new rooftop unit for the BOE meeting room. The project scope also includes replacing suspended ceilings, interior painting, removing and replacing floor tiles and carpeting. Any hazardous materials uncovered during construction will be

abated. New HVAC equipment will be connected to the existing building energy management systems to control and conserve energy usage.

The Public Building Commission approved the project scope and the project was recently bid. Only one HVAC contractor submitted a bid. The total cost of this phase of work is approximately \$1.6M over the preliminary CIP estimated cost and would require voter referendum. In order for a portion of the contemplated project work to get started this summer the project would need to be broken into sub phases. Phase 2A could consist of the floor abatement, replacement of tiles/carpet, and painting of rooms. Phase 2B could be the HVAC construction, installation of controls, and ceiling replacement. Phase 2A could be substantially completed this summer and Phase 2B planned for summer of 2025 depending on funding availability.

This project is in the Capital Improvements Program (CIP) for the current fiscal year. Total current project costs for both phases are \$4,120,000 including contingency. It is suggested that Phase 2A be funded through use of the General Fund Unassigned Fund Balance and the second portion be funded with use of bonding in a subsequent year. The second phase may require a voter referendum depending upon refined cost estimates.

The project costs are as follows.

<b>Phase 2A</b>	
Floor Abatement / Removal	250,000
New Flooring	220,000
Contingency	80,000
<b>Sub-Total</b>	<b>550,000</b>
<b>Phase 2B</b>	
Construction (HVAC)	2,630,000
Digital Controls	380,000
Clerk of Works	50,000
Bonding	50,000
Contingency	460,000
<b>Sub-Total</b>	<b>3,570,000</b>
<b>Total</b>	<b>\$4,120,000</b>

Councilor Armstrong stated that the Town Manager said bonding for L.P. Wilson will be \$2.5 million and that we'll be using \$655,000 in General Funds correct. Town Manager Souza said that was correct. He stated the hard copy is a little bit different or is an updated version of what was in your electronic packet. He explained the difference.

Councilor Pelkey noticed the construction number has changed fairly significantly. He knows that's probably just a work around, but the digital package that we were sent previously had \$2.63 million and you now have \$2.275 million. He's curious whether the \$300,000 difference got moved? Town Manager Souza said the digital version had the \$370,000. Councilor Pelkey said okay. Town Manager Souza said it was moved from the \$2.6 million and it was broken out. So that was the most notable difference.

Councilor Smith said again with these projects going on and contracted there's a slight concern that this much of HVAC projects going on may just cause an issue with getting the right contractor. Town Manager Souza said he's very thankful for the Board of Education Administration being so flexible and providing the additional 4-5 weeks of construction time. Hopefully, that will ease some of the concerns.

Councilor Smith asked if the contractor doesn't meet their quota will the Town of Windsor hold them to it? So is that one of the reasons for having a performance bond? Town Manager Souza said the performance bond is probably a little more of a drastic situation where the company goes belly up and the company just walks away from the project. There is the concept of liquidated damages, but those aren't easy to effect. There's always a reason and they end up in mediation or some type of legal step. We try to work cooperatively with individuals to try to facilitate it to the extent possible. Not every contractor is responsive.

Town Manager Souza reiterated that the town will be bonding this project for \$2.5 million and then use the General Fund Unassigned Fund Balance for the rest of the project to try and mitigate our long term borrowing.

Councilor Smith asked if the General Fund Unassigned Balance is the same as what he would call the surplus? Town Manager Souza said that is correct.

### **Clover Street Elementary School Restroom & ADA Improvements Project**

Clover Street Elementary School consists of six classroom buildings (with four classrooms in each building), an administrative building containing offices, as well as buildings containing the library, cafeteria, gymnasium and additional classrooms. The school was originally constructed in 1957, with an addition added in 1988.

As such, the school's restrooms do not comply with current ADA requirements. The project design is complete and has been reviewed and approved by the PBC. The work will consist of complete renovation of existing restrooms. Staff is recommending that this project be split into two phases in order to make sure the space is ready to be occupied for the new school year.

The construction services for Phase 1 are for the library, cafeteria, gymnasium areas. Construction is to include the installation of new partitions, lighting, doors, walls, tile, fixtures, and exhaust fans. Upgrades to plumbing, sprinklers, ductwork, and electrical

will also be required. All HazMat uncovered during construction will be abated. Phase 2 will be the pods that house the classrooms.

If authorized, construction for phase 1 would start in June 2024 and end in August 2024. This project is in the Capital Improvements Program (CIP) for the current fiscal year. Total estimated project costs for Phase 1 are \$1,390,000 including contingency. It is recommended this phase of work be cash funding through General Fund reserves.

The project costs are as follows.

Construction	1,100,000
HazMat Testing	77,000
Bonding	25,000
Contingency	188,000
<b>Total</b>	<b>\$1,390,000</b>

Town Manager Souza stated that the estimated cost for Phase 1 is just under \$1.4 million. He is suggesting that Phase 1 of the project use General Fund Reserves or the Unassigned Fund balance in that full amount.

Councilor Smith asked if this was the project Leonard was talking about. Town Manager Souza said it relates to the next project coming up.

Councilor Smith stated that this is going to be funded through General Fund Reserves correct? Town Manager Souza said that was correct.

### **Clover Street Elementary School Field Improvements Project**

The town-wide Athletic Field Master Plan (Plan), completed in 2013, addresses the current athletic field infrastructure, projected recreational needs and capital improvement planning. In part, the plan evaluates the suitability of existing athletic facilities to adequately respond to the needs of the user groups and the public. A list of recommendations, intended to serve as a strategy for future investment in the facilities, is a part of the plan.

The adopted Capital Improvement Program (CIP) includes a project to make improvements to the athletic field area at the Clover Street School. The lower playing area is used primarily as a cricket field or pitch. The playing surfaces and drainage are less than desirable as the underlying clay soils do not drain properly. The field area is crisscrossed with subsurface drainage and underdrainage piping, and sink holes form continually. The original preliminary estimate of approximately \$640,000 was based on a project scope related to improvements such as grading, stormwater management, turf establishment, parking, and other miscellaneous amenities.



After data collection and preliminary design the scope of work increased due to the necessity to raise the grade of the field by, on average, 1.5 feet to attain proper drainage of the field. Underdrains and stormwater improvements are also included in the project. The preliminary cost estimate for construction of the field including drainage is now \$910,000 without a contingency.

Staff is recommending that this project be completed in two phases. Phase 1 would be field and parking lot improvements. Phase 2 would be removal and construction of a new field building. The building would have two ADA restrooms, a concession area, and an approximately 12' x 12' storage/meeting room. The structure would be a prefabricated concrete building.

Phase 1 work is proposed be funded utilizing cash funding through General Fund reserves and American Rescue Funds. Phase 2 work would be scheduled for a subsequent year. Alternatively the Town Council could elect to proceed with the project as one phase.

The project costs are as follows.

***Phase 1 – summer 2024***

Field Improvements	910,000
Parking Lot	170,000
Contingency (includes inspection)	230,000
<b>Total</b>	<b>1,310,000</b>

***Phase 2 – summer 2025***

Demo of Building and Site Preparation	40,000
Prefabricated Building	275,000
Contingency (includes inspection)	70,000
<b>Total</b>	<b>385,000</b>

The committee went over the drawing of the proposed field improvements.

The building on the drawing will be replaced with a prefabricated concrete kind of tilt up building where they would have rests, basically replicate what is there now but slightly bigger.

Councilor Armstrong asked what the building is currently used for. Is that for storage or equipment? Paul Norris, Director of Recreation and Leisure Services, stated that part of the facility is a concession area where they do store some of their things. The other half is a small/medium space where teams gather before the games or during the games. That part is where you'll see a lot of their trophies and medals that they've won over the

past 20 years. There's a second storage in all of them that's just to the left of that on the other side of the parking area. That's where they store the heavy equipment.

Councilor Armstrong said that the plan would be to demolish or tear that down and make a larger building so that the two can be combined into one, correct. Town Manager Souza said that is not correct. We'd keep that storage shed and then basically the new building would essentially have the same footprint, maybe be a little bit bigger. There have been conversations of renovating or repairing the existing building but the architect's evaluation recommendation is to replace it.

Town Manager Souza asked Mr. Norris to talk about the primary use of the field which is cricket, and some other utilities, and how much and often they are using it. Mr. Norris said cricket started in Windsor in 2001 down at Clover Street. The team and league have grown. This season is now supposed to start in the middle of March and they go until the end of October into November. Because of the wetness or dampness of the field and our park guys trying to get in there as early as they can, most of their home games do not start until May or even after Memorial Day weekend depending on how wet the field is. They practice 2-3 times per week then have games on the weekend. We also have a youth program that helps us during the summer so we do have 14 to 16, 17 year olds that will also participate in the program in the summer just for fun. Also, the adults in the program help to be a mentor with the younger kids. The building is used for quick team meetings or some of the team may change in there prior to going to the field. Mr. Norris gave an overview of the use of the concession stand.

Suzanne Choate, Town Engineer, talked about the challenge of the ground condition in this area and its recommended solution. She explained how the field is shaped more like a bowl and it needs to be mounded. The center of the field will receive most of the fill and it'll taper off toward the edges but it's the only way to change the drainage on the field. There is an existing drainage system along the east side of the field. Some of it will need to be replaced. So that is another expense to the project.

Town Manager Souza added the town has done some soil borings so we know where the lack of drainage is. The project as conceived did not address the areas that Mr. Lockhart had noted in his comments. We'll take a look at that and the tennis courts components.

Councilor Smith asked if the above would add to the scope of work. Town Manager Souza said yes. Councilor Smith said we'd just have to adjust this a little bit. Town Manager Souza responded it could possibly be more than a little bit. It's a substantial project to do this lower component. Town Manager Souza added what can be done is to hydro seed the project. If we get that done this fall, it takes the better part of two growing seasons to be able to get it established. The field would not be able to be used in the summer of 2024 due to construction and then most likely the entire part of the

playing season for 2025 as well. Mr. Norris has had conversations with the cricket club and is working on arrangements where they can play at other locations.

Councilor Armstrong asked if we are thinking about this year for that? Town Manager Souza said ideally 2024 to do the earth work for the field and the parking lot which would be the \$1.3 million estimate then the subsequent phase is for the clubhouse at under \$400,000. Town Manager Souza said this would be a Council question if they want to combine them together with one funding authorization and get that done.

Councilor Smith stated we wouldn't be done with the project until 2026 correct? Town Manager Souza said that is correct. It would be late 2026 playing season.

Councilor Armstrong asked if that would include the drainage work. Town Manager Souza stated yes it would be the drainage of the flow of the field. They'd have to take a look at the areas Mr. Lockhart talked about in his comments.

Councilor Pelkey asked about the parking lot and if it will be gravel or regular asphalt? Town Manager Souza said it would be a synthetic surface. Right now it is clay and that is a maintenance challenge.

Councilor Armstrong asked how much more space would that be for the parking for the school staff? Town Manager Souza stated it would be just for users or patrons using the cricket field. It's too much of a distance for school staff to walk.

Councilor Armstrong stated she was approached by a resident about speed bumps on Clover Street. Is that anything that was looked at? Town Manager Souza replied that off the top of his head, he doesn't believe we've look at it at least recently. Councilor Armstrong said that was something that was brought to her attention because now even with school, the cars are whizzing by. Town Manager Souza asked if the segment is between the school and Rood Avenue? Councilor Armstrong said yes. Town Manager Souza said that what we can do is to have the Town Engineer in the spring before school put out traffic counters along that area to collect some data so he can understand the traffic and component there.

Councilor Smith said he has been thinking about this question. What are the benefits to funding this project and will it be from the cash reserves? Town Manager Souza said there are two sources of cash. We have approximately \$1.5 million that is at this point uncommitted from the American Rescue Fund. We'd use \$1 million of that towards the cost and then \$310,000 from the cash reserve fund.

Town Manager asked the Committee if they had any feelings in terms of including funding authorization regarding replacement of the clubhouse at this point in time or do they just want to defer that out to a funding this winter and having a funding request for that \$385,000 or \$400,000?

Councilor Pelkey asked if there would be a projected increase in cost if we were to wait? Town Manager Souza said he is not sure at this time if there would be but can estimate that it might be 10% more.

Councilor Smith said he'd lean towards this project getting everything done rather than delaying it. He'd like to see if we can get the field done at the same time. That is his take on it.

Councilor Pelkey stated at this time, the field is going to be unusable for a year or two. He is assuming that the building isn't going to get used anyways other than just it's going to stand there. It would actually make more sense to him to shelve it for the time being because it's not going to see use. Unless he is misunderstanding, sometimes it won't get any use. Town Manager Souza said it would be a timing piece because if we wanted to have that facility complete for spring of 2026, the money would need to be authorized by January 2025. That would be basically 6-9 months we'd be back and asking for funding.

Councilor Pelkey said that was fine and it's just his take on it. If it's not going to be used right away, he doesn't see the need to replace it right away.

Councilor Armstrong said she is in favor of replacing it. We're going to replace the field. Ultimately, we're going to need that. It's limited now with the few things you are seeing in it, but if we go ahead and do the field, we are going to need some place for storage or where they go and change. She thinks it would be feasible to go ahead and get what the cost would be to get it done. Town Manager Souza said the cost would be about \$400,000. It's the timing of when the funding authorization will be approved.

Councilor Pelkey stated he doesn't have a disagreement with them doing it. He just would set it off for the side because it's not going to be used and we don't need it at the moment. That's his only reason for pushing it off for the time being.

Councilor Armstrong said we are saying it's going to be \$400,000 now. If we push it off, would the cost increase? Town Manager Souza said off the top of his head he would think it would be at least in the 10% range. Concrete could be inflating faster than other components.

Councilor Smith said he received a few concerns about this over a period of time. He believes perception is everything. Seeing a building like that gives a whole different perception to the public that something is being done even though the fee may not be ready. He feels residents need to see their tax dollars are working.

Town Manager Souza stated that we could put this item onto the agenda with cash. He can put it in with \$1.3 million. If the Town Council wanted to do that, it would be just \$385,000 and he would put the motion less unless the committee wants to provide

formal direction. He discussed the possible avenues the committee could choose to take.

Town Manager Souza said he believes the question is does the committee feel like they want him to combine those together for the agenda itself. He thinks the motion would be to recommend to do it as one authorization whatever it adds up to be at \$1.7 million or \$1.8 million or he can set it up so Town Council does that on Monday night.

Councilor Pelkey said he thinks they should do it on Monday night as he doesn't think it's necessary to have a formal motion.

Councilor Armstrong clarified that the Town Manager is saying we make a motion tonight to add that to what he will be presenting to Council. Town Manager Souza said it would be somewhere along the lines to make a recommendation that the Town Council consider an appropriation of \$1.7 million. That could be the motion recommended out of this committee or we can add it to the agenda item.

MOVED by Councilor Smith, seconded by Councilor Armstrong that the Clover Street Elementary School Field Improvements project be presented as one authorization of a \$1.7 million project to include the fieldwork and the building replacement.

Motion Passed 3-0-0

Town Manager Souza said we will take it as a separate piece to take a look at the tennis court and the basketball court and see if there's any immediate repairs we could do this spring, or does it need to be a bigger capital project.

#### **4. DISCUSSION OF MILO PECK CHILD DEVELOPMENT CENTER AND MONTESSORI SCHOOL HVAC PROJECT**

Assistant Town Manager Colby stated staff received a proposal to provide an alternative design option and a comparative analysis. Such a design and cost analysis provided additional information to facilitate the project evaluation and decision-making process going forward. In May of 2022, Town Council approved an appropriation of \$35,000 for professional services.

The new concept design included the consideration and integration of energy efficient alternative heating, ventilating, and air conditioning equipment for the facility. The new design alternative included complete removal of all existing HVAC systems and installation of all new fossil free energy efficient HVAC systems. The scope of work included a comparative analysis of the original proposed HVAC system and a non-fossil fuel alternative (all electric option). The evaluation also outlined estimated project costs, energy consumption, life cycle costs and carbon dioxide emissions for both alternative designs.

Based on Town Council direction, the Public Building Commission oversaw the completion of a study evaluating the original project with natural gas versus an all-electric design. The evaluation compared both options' construction costs, annual operating costs, and lifetime equipment replacement costs. Option 1 was the initial design consisting of natural gas and electric components that was estimated at \$2.80M. Option 2 was the all-electric design that was estimated at \$3.06M. (Please note above costs do not include soft costs or contingency.) The PBC met twice with the town's Clean Energy Committee to discuss project options. The PBC met on December 13<sup>th</sup> and recommended Option 1 as the preferred design. Given the need to further evaluate and discuss the options with Town Council and the need to rebid the project, it was recommended this project schedule be deferred.

The all-electric option requires substantial redesign of the project. Proposals and cost estimates for design work would need to be developed and ultimately approved.

A possible interim project approach could be to initiate pursuit of two energy efficiency efforts; the replacement of building windows and to insulate the attic area (insulation work was part of original project scope bid in winter 2021-2022). Preliminary cost estimates including a contingency for these two efforts total approximately \$550,000. If the Town Council desires, staff and the PBC could work to solicit formal bids for these two energy efficiency elements and develop a potential project schedule.

Councilor Smith stated that in the Governor's budget there's been an increase in funding for early childhood development. He does not know if part of it includes any money for infrastructure. Town Manager Souza said he'll take a look at it but he believes it was mostly toward staff development or operational sustainability.

Councilor Smith said he was looking at the windows part because he feels that there is outside funding for windows. So if we were to tackle that part, he believes we would get some assistance with that.

Councilor Smith asked if the town's Clean Energy Committee is in sync with this. It seems like somewhat of a recommendation has been arrived at in terms of we may have to go with a gas-fired furnace. Town Manager Souza said they are not 100% in sync. He thinks they appreciate each other's positions and each other's goals. The Public Building Commission has an open mind to evaluate the ability of this particular project but he doesn't think the Clean Energy Committee is 100% in sync on this project.

Councilor Smith asked what the cost difference would be if it were electric. Town Manager Souza said there are two elements and using that number from two years ago, there's about a \$300,000 difference, that being all electric. It's \$300,000 more expensive, but what we need to factor in is probably \$150,000 for design because we have to redesign it as an all electric project. Some elements you might be able to reuse

but it will basically be a new design. Then there's the operational aspect of it. There was a greater operational cost for electricity. Even when you did the offset. You have a savings on natural gas. Electrical has a greater operational cost.

Councilor Smith said the project was left off at a point where there was a recommendation of a gas-fired furnace. Is this where the record left off on this confusion as to where the project left off. Town Manager Souza said that was the PBC's preferred design. Councilor Smith said he's good with that.

Councilor Pelkey said that his reason for asking about this is that it's been literally two years and we had the Town Manager say in regard to the boiler, we are stringing along with some voodoo and duct tape just trying to make it work. He thinks we are at a point where the boiler is concerned that we need to make a decision to do something with it. He would hate to see anything happen or break and something happen with the facility, staff, homecare and families. What can we do to at least ensure that it can still remain operational? So we can look longer at the HVAC and some of the other things but he really wants to try and make sure that we're getting a basic level of safe functioning equipment. He'd like to move forward with the boiler replacement repair whatever that may be.

Councilor Smith asked the Town Manager if he mentioned the cost for that. Town Manager Souza responded that we've really not gotten to that point in recent months to cost it out.

Councilor Armstrong asked what can we do anything about the boiler that we haven't done? You said that it hadn't been brought up? Is that a priority that we can get that done and then move on to other items? Town Manager Souza said it hasn't moved forward because it was still being viewed as an entire project. He feels the bigger discussion is if we're going to replace the boiler and we are going to do that in the next 4-5 months, it has to be natural gas. There are pretty limited options and we can certainly explore this, but his sense of it is if we're going to get this job done before the next heating season, you would need natural gas. The Council would all have to be aware of that. From a staff perspective, we are looking at if the Council is wanting us to go back to the Public Building Commission. He asked Marco Aglieco, Building Facilities Manager, if he could give the group a sense of the dollar amount of replacing the boiler. Mr. Agelico stated it would be less than \$100,000. Staff would need some direction on getting cost estimates, etc. for this project if they would like to go forward with the boiler replacement itself.

Councilor Armstrong asked what the opposition was between the gas and electric. Town Manager Souza said it was environmental. Councilor Pelkey added there were a large number of neighbors in town who came out at the special town meeting that said no, they don't want to approve the expenditure for the gas. Councilor Armstrong then said it was put on hold because of that and now we're at a standstill and nothing is

happening. Councilor Armstrong asked if this boiler needs to be replaced? Town Manager Souza stated it's on borrowed time.

Councilor Pelkey stated that he'd like to give town management and staff some direction to pursue looking at options for this boiler. Councilor Smith said absolutely we have to look at the options of replacing it. We need to get the physical cost of labor and construction and also the potential electrical costs and the operational costs during the year. Town Manager Souza said from a process prospective, he thinks we can do that. If that is the consensus of the committee, we can take that back and work with Marco who may need to bring in a vendor to take a look at it. If there is a viable electric option, we can evaluate the costs differential if there is one. We can do that and report back to the full Council.

The committee agreed that is fine.

## **5. STAFF REPORTS**

Town Manager Souza stated if the committee hasn't been out on Marshall Phelps in the area of Baker Hollow Road, we can take a tour. The construction activity for the new roadway is moving along quite well.

Town Manager Souza added that Ms. Choate, Town Engineer, has gone out for request for proposals for the Mill brook stream stabilization project. We've broken that down into a couple of phases. The first phase is to do a basic analysis from a conceptual perspective and get a better understanding of the hydrology of where that water for the Mill brook watershed goes. We'll be starting on that soon and the cost of initial work is roughly at \$25,000-\$30,000.

Councilor Pelkey said he does have a question. He had Carlos, physical plant manager from the Board of Education come up to the table. He stated the boilers are at the end of their life expectancy. We had to do some costly repairs in the past few years. They are in the CIP to be replaced in 2029. Is that something we can move up to 2026? Town Manager Souza stated we update our CIP every year. We're presently in the process of doing that now internally. The best thing to do is if it hasn't been identified by Danielle or Carlos as a higher priority, we'll do that because we're actually in that process and then we'll bring it back to the Town Council a little bit later or in the spring. We can definitely take that into consideration.

Carlos then asked if the other three proposals he made earlier will follow the same process? Town Manager Souza stated yes.

Councilor Smith stated the boilers were replaced 15 years or so ago and now have reached their capacity. Carlos added that the boilers are from 1947. Those would have to be removed in order to accommodate the new boilers.



Councilor Armstrong asked if it was all three boilers we're talking about. Carlos said that was correct. Councilor Armstrong thanked all the staff for all they do.

## **6. APPROVAL OF MINUTES**

a) December 11, 2023

MOVED by Councilor Armstrong and seconded by Councilor Pelkey to approve the minutes of the December 11, 2023 meeting as presented.

Motion Passed 3-0-0

## **7. ADJOURNMENT**

MOVED by Councilor Pelkey and seconded by Councilor Armstrong to adjourn the meeting at 8:53 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary