1. **Call Meeting to Order.**  
Chair Robert Porter called the meeting to order at 7:00 p.m.

2. **Pledge of Allegiance.**  
Chair Robert Porter led the pledge of allegiance.

3. **Roll Call.**

   **Present:** Robert Porter, Chair  
   Mark Guerrera, Vice Chair  
   Jeffrey Desmarais  
   Anthony Ciriello  
   Brian Mays  
   Thomas Walsh  

   **Absent:** David Demirs  
   Jim Lehner  
   Purchasing Agent, Donna Ford  

   Superintendent of Schools, Dr. Alison Villanueva  
   Vice Chairman of the Watertown Town Council, Mary Ann Rosa  
   Board of Education Facilities Director, Luigi Velardi

4. **Minutes.**
   
   a. Regular Meeting – April 5, 2023
Motion: Thomas Walsh seconded by Brian Mays: to approve the Regular Meeting minutes dated April 5, 2023 as amended.

Aye: 4 Porter, Mays, Guerrera, Walsh
Nay: 0
Abstain: 2 Ciriello, Desmarais

Motion passes

5. New Business.

a. Discussion and possible action on projects oversight.

Chair Robert Porter stated in your packet there was a bio on Mr. Luke McCoy, Landscape Architect with the firm of Kaestle Boos. Kaestle Boos did the track & field for the high school and for Swift. We talked about this the last time having oversight, they have given us a proposed fee of services.

Vice Chair Mark Guerrera asked what is the project closeout?

Chair Robert Porter answered I am assuming the final report as designed.

Anthony Ciriello stated there is a lump sum fee here and did the proposer included a rate schedule. The lump sum there is an assumption to a number of meetings, one per week for a certain time period. If it goes longer, how is there compensation for additional services?

Chair Robert Porter answered in the packet there were two pages attached, Phase One construction administration reviews, what it is going to do. Phase II is the project closeout and then there is a schedule for services.

Mark Raimo, Town Manager noted on page 3 under the fees for services, the Phase I and Phase II the total proposed was broken out. We redacted that in case you needed to put out an RPF or anything like that, we didn’t want to have numbers out there.

Anthony Ciriello stated it does say here it will be exceeded due to changes in the scope we will notify you to discuss and evaluate the work and related fees. It is great to get to get a fee schedule in advance.

Dr. Alison Villanueva added I would like to have one of those as well.

Chair Robert Porter answered that can be requested. Do we want to approve this or wait for the rate schedule.

Jeffrey Desmarais stated I would want to reschedule so we have all the information that is relevant to this, that would be the prudent thing to do.
Chair Robert Porter asked we can request it in the morning.
Dr. Alison Villanueva answered I will request it for you.

Motion: Jeffrey Desmarais seconded by Brian Mays: to table the approval of this until the next meeting upon receiving the fee schedule.
Motion passed unanimously

Vice Chair Mark Guerrera asked where are we with the schedule because I thought we were trying to get this in.

Dr. Alison Villanueva answered we had an original start time for April 17\textsuperscript{th}, we pushed it to April 24\textsuperscript{th}.

Vice Chair Mark Guerrera I am not sure if the previous motion could stand, how do we have assurance that the two-week delay is not going to affect him.

Anthony Ciriello added we are talking about two separate agreements because this begins with the contractor they could start and the other is for the design professional for oversight that being with drawings, review and submittals. We might not see that for the first week.

Dr. Alison Villanueva stated what I am hearing we can break ground April 24\textsuperscript{th} and then finalize this on a Wednesday.

Vice Chair Mark Guerrera asked I want to make sure one is not tied to the other? Are we a go on the construction part of it.

Dr. Alison Villanueva we are a go on the construction site.

Mary Ann Rosa stated I am not familiar with construction as all of you are but it would seem to me that Kaestle Boos would want to be there when the project starts not after that.

Vice Chair Mark Guerrera answered they are going to mobilize which means they have to get all their product data together. Once that gets done, they could give that to Kaestle Boos once they get started. There is usually a one week or two delay with the construction start. He does not need to be there the day they show up with all the machines and ready to go, he just needs to approve the materials.

Mary Ann Rosa stated as long as Kaestle Books is still waiting and that is not a problem.
b. Discussion and possible action on school capital projects:

Mark Raimo, Town Manager stated from the town’s perspective we need to put together a schedule for the bonding over the next 3 calendar years. From the initial information, the town has its projects which we will implement this fiscal year 2023. I have included the Watertown High School track, turf and Swift turf in Fiscal Year 2023. What I need to do is go through this process tonight if we can give a timeline for those additional projects so that I can work with our bonding agent to put these in place over the next 3 years. We may bond some of these projects depending on where the interest rates are.

1. Watertown High School roof replacement.

Mark Raimo, Town Manager asked if we could go through one a time starting with Watertown High School roof replacement. If we can anticipate when that may start and then if we have to change course for whatever reason we could do that but at least I can get him started before working on a full bonding package.

Dr. Alison Villanueva answered for the Watertown High School roof, we are coming in at 4.5 million. We are not looking to put the application in until February or March 2024.

Mark Raimo, Town Manager asked if the application was put in when would you anticipate we would need to pay for it.

Dr. Alison Villanueva answered I would say anywhere between 3 and 4 months it would be the start to the pay for it.

Mark Raimo, Town Manager asked so June or July of 2024.

Dr. Alison Villanueva added June or July at the earliest.

Chair Robert Porter stated we have the track, the two turfs, those are right now fixed cost.

Dr. Alison Villanueva stated once we put our application in, DAS will end up sending a technician down after they are going through our applications to do a reassessment. Our numbers are good for now but we should all anticipate that the DAS’s architects will end up making adjustments into our numbers. However, in speaking with the people that provided us the cost estimates they are giving us reliable and realistic numbers. They are seeing the dollars amount for the roofs have increased but they have narrowed that in their cost estimate either way this number is going to adjust once DAS takes our application.
2. Watertown High School artificial turf and track replacement and Swift Middle School artificial turf replacement.
   a. Discuss bid waiver for turf and track
   b. Turf color samples and materials
   c. Closed section of turf and lining

3. John Trumbull Primary School roof repair Playscape area – drain, roof and leading up to the door

Anthony Ciriello stated I think other than the track and the field work the only project that requires any form of site work is that drainage issue by the door and the back set at John Trumbull where the play scape is. Any thoughts on trying to figure that out and add that to the site work contract. Would it make sense to try and put that in there?

Luigi Velardi, Facilities Director answered I just met with the contractor during the shutdown and discussed our options and he is going to get back to me, Stoning Brook. I showed him all the problems we had and unfortunately it is not something for this, it is in the future when we have our budget.

4. John Trumbull Primary School sloped shingle section roof repair

Mark Raimo, Town Manager asked for the low sloped roof repair for John Trumbull.

Chair Robert Porter stated you are saying all the roofs would be done at the same timeframe 2024.

Dr. Alison Villanueva answered John Trumbull would start first and then the high school would start, all within the same calendar year.

5. John Trumbull Primary School HVAC

Chair Robert Porter asked on the HVAC systems, there is reimbursement from the state.

Dr. Alison Villanueva answered we did not get the HVAC grant; however, we will go back out in August and apply again. Of the 150 million they
had, only released was 50 million for the first round so the second round will begin again in August. We will throw our hat into the ring and hope that we will get something then.

Chair Robert Porter asked how is that going to impact if school it is in session by holding off?

Dr. Alison Villanueva answered it happens when the students are not in the building because they have to take apart the ventilation and parts of the room wall. They would have to get up on the roof take out a lot of the insulation. In terms of student impact in the summer it gets hot. when it gets too hot, I would have to close school.

Dr. Alison Villanueva if we are in emergency situation the HVA grant does allow for projects that happened within one to two years prior to the application being submitted to also be submitted for reimbursement. If we are in an emergency situation, we can actually start a project and move it forward using the capital monies we have for this project line. Then apply for the grant and ask for reimbursement for a project that has already begun or has already been completed in the two years of the application submission. That is one way to go about it or we wait completely and we don’t do anything to the HVAC and put the application in August and then hope that we hear from them in December and then start after that which would take us into 2024. However, that is another year of full waiting to begin any of the work. We will have to discuss as a committee, we are still doing an assessment of what just happened over at John Trumbull to see if we are in that emergency situation yet. If we are we might need to come to the table at our next meeting to talk about moving forward with some HVAC work in small bits and then put that all in the grant application come August.

Vice Chair Mark Guerrera asked what triggers an emergency?

Dr. Alison Villanueva answered if it becomes hazardous for students or employees. If we can no longer have people in the space to do work or to attend school. If there is an electrical emergency anything of that nature. As you can see, we have been with the aging system with the HVAC system and we have been able to function but if we can no longer function, we can tip into an emergency.

Jeffrey Desmarais asked is there a particular reason why we are prioritizing the turf and track replacement over the HVAC?

Dr. Alison Villanueva we had to prioritize we are really slicing here at this point. The turfs and fields at this point have really lived their life. The GMAX is pretty much at maximum range. We are at a point where we
won’t be able to open those fields for next year because if students are on them, it won’t be safe for them. We have gone a long time being able to say that it is still safe to play on.

Jeffrey Desmarais asked is it the state requirements for safety?

Dr. Alison Villanueva answered based on the GMAX reports that we get from external consultants that come in and do the testing.

Jeffrey Desmarais stated it is a safety issue on the tracks and turf.

Dr. Alison Villanueva the HVAC is also important air quality but we are able to maintain levels. We do testing, we make sure that we do any remediation or cleaning if there is anything that happens. We are still able to function to do some patching here and we know that we are at the end of that shelf life as well. The reimbursements help its hard when we don’t have reimbursements, we want to capitalize on some of the state capital money if its available.

Jeffrey Desmarais asked where are these grants from?

Dr. Alison Villanueva answered from the White House Air Quality Grant. They put 150 million dollars federal aside, the governor has been doling out and the first 50 million were at select schools.

Jeffrey Desmarais asked what was the selection process, the criteria?

Dr. Alison Villanueva answered it was pretty short it opened in September and closed the 1st of December, it had a number of requirements for the department from Administrative Services for us to put in air quality specs, vending specs and other things to submit, if we have a referendum that past and had to have full amounts of money in the bank already. You can imagine a number of districts did not even qualify. We also had to have board approvals, Town Council approvals. It was competitive, we were able to do it and many did not get it and some of the larger urbans did. Waterbury received nine of them, Bridgeport some of the large school districts received some big grants.

Jeffrey Desmarais asked let’s say for hypothetical we don’t get the grant in August is there further grants down the road?

Dr. Alison Villanueva answered depends on how much they open up in August. If they open up the full the one hundred million then after that if we don’t get that then there won’t be any more. At that point we will just have to move forward any how to do something to our HVAC.

Jeffrey Desmarais asked how much are we applying for?
Dr. Alison Villanueva answered roughly 2.3 million for John Trumbull and little over a million for the high school and 300,000 to 400,000 for Swift.

Mary Ann Rosa stated I heard you say that you had a flood, something went wrong with the HVAC system and needs repair, remember we have insurance.

Dr. Alison Villanueva answered correct our system is over 20 years old, we can take pictures and then we send it to the company. Then the insurance company tells how much they can adjust for damage.

Mary Ann Rosa added the town has replacement cost coverage. Remember that when they give you a figure, they should be giving you a figure to replace whatever is damaged.

Luigi Velardi, Facilities Director added this was the drain pan that was under the drain cracked, it wasn’t the unit itself.

Mary Ann Rosa added include everything.

Dr. Alison Villanueva answered I will look at the replacement issue.

6. **John Trumbull Preschool roof tops and heat trace on water piping**

7. **Swift Middle School roof maintenance**

Mark Raimo asked Swift roof repair would be the same, correct.

Luigi Velardi, Facilities stated what you are seeing is Swift School maintenance to get us through.

Dr. Alison Villanueva answered just the repairs, that can start immediately, that would be 2024.

Mark Raimo, same time frame as the others.

Dr. Alison Villanueva answered correct.

8. **Watertown High School security camera replacement and upgrade**

Mark Raimo, Town Manager asked then if we started with the school camera replacements?

Dr. Alison Villanueva stated again that I would not want to give timeline as of yet because I would like to see the roofs go first and the track finish out and see where we land budgetarily. Even though there are a whole lilting of things in that capital list, what is top priority at the moment is
track, turfs and roofs. Depending where we are with contingency’s we may hit twelve million eight sooner than we think. If we can hang tight on the other items, get those done first we can see where we are.

Mark Raimo, Town Manager asked that would be everything else the flooring, the boiler, everything.

9. John Trumbull Primary School flooring replacement
   a. Yellow Pod
   b. Electrical room main floor and main office

10. John Trumbull Primary School boiler plant system replacement
    Chair Robert Porter the issue about the boiler plant system and the boiler burner replacement at Judson they can wait.
    Dr. Alison Villanueva answered none of our projects can actually wait however based on the Judson boiler its not the top priority. If we had all the money in the world, we would replace it right now. Again, we have to prioritize and make sure we hit and stay within our budget. The boilers would come after the roofs are done. The roofs are such a large amount that if we do boiler and floors first then we will certainly not be able to cover the 4.5 million dollars coverage on a roof. So, we have to do the big ones first.

11. Judson Elementary School boiler burner replacement

6. Old Business
   a. Discuss draft financial commitment letter for turfs and track
      Chair Robert Porter asked if all the contracts for the field company in place, have they been signed?
      Dr. Alison Villanueva I have the financial commitment letter and Paul Jessell will finish it up tonight. The contract has not been signed as of yet, but the letter of commitment has been done.
      Chair Robert Porter added signed and sent for the turf field.
Vice Chair Mark Guerrera asked have we received a letter of assurance that they are able to get the product in time with the adjustment schedule.

Chair Robert Porter asked are they starting on Monday.

Luigi Velardi, Facilities Director answered by the end of Tuesday afternoon they will be begin removing the turf. By Friday the turf should be all removed and then starting the site work. It is plenty of time to get Kaestle Boos on board to get there before that happens.

7. Adjournment.

Motion: Mark Guerrera seconded by Brian Mays to adjourn the meeting at 7:45 p.m.

Motion passed unanimously

Respectfully submitted

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Robert Porter, Chairman
School Capital Projects Committee