1. Call Meeting to Order. 
   Robert Porter called the meeting to order at 7:00 pm

2. Pledge of Allegiance.

3. Roll Call.

   Present:  Brian Mays  
              Mark Guerrera  
              David Demirs  
              Anthony Ciriello  
              Robert Porter  
              Mary Ann Rosa  
              Dr. Alison Villanueva  
              Thomas Walsh  

   Absent:  Jeffrey Desmarais  
            Jim Lehner  

   Others Present: Luigi Velardi, BOE – Facilities Director  
                   Donna Ford, Purchasing Agent
4. Election of Officers
   Mark Guerrera entertained a motion for Chairman

   a. Chairman

   Mark Guerrera, I would like to nominate Robert Porter as Chairman.
   David Demirs seconded the nomination.

   All those in favor
   Motion approved unanimously

   Robert Porter entertained a motion for Vice Chairman.
   b. Vice Chairman

   Thomas Walsh, I would like to nominate Mark Guerrera for Vice Chairman.
   David Demirs seconded the motion.

   Are there any other nominations? Are there any other nominations? Are there any other nominations?

   Nominations are closed.

   All those in favor
   Motion approved unanimously

5. Minutes.
   a. None


   a. Discussion and possible action on setting meeting dates, times and place for regular meetings 2023.

      Motion: Tom Walsh seconded by Anthony Ciriello to approve to meet the third Wednesday of the month meeting dates for 2023.

      Mark Raimo, Town Manager noted this room may not be available, we will find an alternative location, it will probably be in the Town Manager’s Conference Room.

      Motion approved unanimously
b. Discussion and possible action on school capital projects:

1. Watertown High School roof replacement
2. Watertown High School artificial turf and track replacement
3. Swift Middle School artificial turf replacement
4. John Trumbull Primary School roof repair
5. John Trumbull Primary School sloped shingle section roof repair
6. John Trumbull Primary School HVAC
7. John Trumbull Preschool roof tops and heat trace on water piping
8. Swift Middle School roof maintenance
9. Watertown High School security camera replacement and upgrade
10. John Trumbull Primary School flooring replacement
11. John Trumbull Primary School boiler plant system replacement
12. Judson Elementary School boiler burner replacement; and

Dr. Alison Villanueva gave a brief update on the school capital projects reviewing the capital improvement timeline, the projects by priority and the seven steps for reimbursements.

See attached

Vice Chair Mark Guerrero asked how old are the numbers that make up the 12 million?

Dr. Alison Villanueva answered these are updated from 2022 and include a 10 percent contingency.

Anthony Ciriello asked are all these projects considered repairs to get competitive pricing or do the projects require professional design services, plan preparation etc.

Dr. Alison Villanueva answered the roofs require professional services for plan preparation and all of that. The track and turf can be competitive as long as we have our purchasing policy, 3 different quotes, the most competitive that comes in. The way we move beyond the threshold of money if we go with this state approved bidder, then it allows to move forward without going to a full bid for fields and turfs because they are not reimbursable. However if we have a competitive quote that is not a CT approve contractor then we would have to bid for the large amount of money. As of right now our Ct contractor that is approved by the state happens to be the lowest competitive quote that we received thus far. The other ones are not repairs, they are complete replacements at this point they are either not functioning or in disrepair.

Anthony Ciriello asked as a follow up to that, are the professional design services included in the 12.8?
Dr. Alison Villanueva answered that is part of where our committee would determine to have an external consultant who would navigate the application process. The ineligible and eligible costs of what can be recovered in the reimbursement is something that an external person could help us with and navigate. Mr. Velardi and I are becoming more and more well versed on the DSA process as days go by so we will be that equal eye through that as well.

Chair Robert Porter asked the extra services are not included, this is just the cost of material and labor to do this for the turf and track.

Mr. Velardi, Facilities Director answered they are going to take off the carpet that is there and replace it with a new carpet for the turf.

Chair Robert Porter asked have you talked to any of the people that do this professionally?

Mr. Velardi, Facilities Director answered yes.

Chair Robert Porter asked that is what they are suggesting we do.

Mr. Velardi, Facilities Director answered correct.

Vice Chair Mark Guerrera asked is that what is explained in this binder.

Dr. Alison Villanueva answered yes, if you go to the tab that says November 30, 2020 Astro turf proposal towards the back of your binder. The sports labs people have done a needs assessment for us that they tested and then the turf people that come in will take this report and know how to replace it. Because we are not doing a refurbishing and we are not doing a repair, we are doing a complete replacement it is ultimately a full over haul with another piece inserted in.

Chair Robert Porter asked have there been any problems with the turf itself or the base for that, any problem with the track other than the fact that it is failing because of age.

Mr. Velardi, Facilities Director answered we have severe cracks in the lower surface on top of the track. I have been replacing multiple sections of the field turf at the high school with other parts of turf so that we can meet that GMAX. We have been replacing and mixing and matching as much as we could to keep the field operational.

Chair Robert Porter asked the track itself what kind of shape is that in?

Dr. Alison Villanueva answered if you look to your binder, you will see a handout with pictures. On page 2 where it says priority 2 you will see the cracks in the track and the entire missing sections of track. In terms of the turf not only are the numbers
peeling up and the fact that you can see the black through the grass called the giblets are already exposed and they are showing through. That is how matted down the turf is, down to that base bottom.

Anthony Ciriello asked along that same line while this maybe a large rug replacement, are we confident we don’t have foundation drainage issues?

Mr. Velardi, Facilities Director answered I spoke to two different companies they said no. At Swift we may have to add some gravel that us on the second quote which was added on. As of now it is just a rug replacement.

Dr. Alison Villanueva added it is not 100 percent until we lift it up that is why we have the 10 percent contingency built in as well.

David Demirs asked is 10 percent enough in case they find any issues underneath.

Dr. Alison Villanueva answered for now it should be okay.

Chair Robert Porter asked do we have any drainage issues at the high school towards the French Street side on the field, where the W is?

Mr. Velardi, Facilities Director answered not that I am aware of.

Chair Robert Porter asked or any of the track?

Mr. Velardi, Facilities Director I don’t think there is any drainage issues on the field or the track.

Mary Ann Rosa asked just for clarification from what the Superintendent said it sounds like we have to wait for the state before we can move forward on the roofs and is that also true about the track?

Dr. Alison Villanueva answered no, the tracks and the turf we can go ahead.

Chair Robert Porter stated there is a lot to analyze here.

Dr. Alison Villanueva answered I figured you should have all the information the same as we have.

Brian Mays asked do you know the turnaround time once we submit an application to the state on average?

Dr. Alison Villanueva answered I would say 6 to 8 months to get through the application process and approvals. The roofs won’t get started until next year at the earliest. Luckily, they are not needed to go through the DAS process, the turfs and the track, they can move forward on their own without state.
Chair Robert Porter asked the people you talked to for the turf and the track will there be a long wait time?

Mr. Velardi, Facilities Director answered from the time they get their approval to do the track it would take 5 weeks to do the turf at the Swift Middle School and 5 weeks to do the turf at the high school.

Dr. Alison Villanueva answered the only thing is we can’t do it when school is in session, we have to wait until we get into summer session. Our turf and track people will not put us in the cue until they get a financial commitment letter from us. We will continue to work with the Town Manager and with this committee on getting that out so we can at least get ourselves in line.

Tom Walsh asked can they be done simultaneously.

Vice Chair Mark Guerrera added is it the same company doing both schools.

Dr. Alison Villanueva answered it would be the same company.

Vice Chair Mark Guerrera asked they would be doing them back-to-back.

Dr. Alison Villanueva answered that is what I would assume.

Vice Chair Mark Guerrera stated they would have to start the week they leave school and ready for when they open. The roofs would they make it till next spring without major repair, a patch here and a patch there.

Mr. Velardi, Facilities Director answered I believe so, we have a couple of issues along the gymnasium that have been keeping a hold on we have at the high school. When you walk down that hallway the ceiling when it rains comes in and we sealed it the best we could.

Dr. Alison Villanueva added we basically removed all the interior tiles so it can drain.

Tom Walsh asked about the turf if these companies were not the ones who built it is that going to effect the warranty on the turf?

Dr. Alison Villanueva answered we can ask that question.

Mr. Velardi, Facilities Director added the warranty would be on the rug itself and the base is on there, they make sure by the specs if it would thrive on the grounds that are there.

Chair Robert Porter stated the priority is the turf and they are going to do it right away and then jump into the roof.
Vice Chair Mark Guerrera asked while we are doing these simultaneously can we start the process for DAS.

Dr. Alison Villanueva answered we can, we want to make sure we are maxing out the reimbursement as long as we are in a good timeframe for our team to be able to handle simultaneous projects moving then we can go ahead forward with it.

Vice Chair Mark Guerrera stated the reason I ask is the timeline for DAS you said 8 months that is next spring. You are not going to replace the roof in the winter time, that puts us into March of next year. Do we have the soldiers in place to make that deadline.

Dr. Alison Villanueva answered yes, we can move forward simultaneously. I would like to have an opportunity to go ahead and vet some of the external consultants who would help with managing that DAS process. Bring it back to the committee so we can take a look at who would serve us best and then be able to make a collective decision to move forward from there.

Vice Chair Mark Guerrera asked are you going to put an RFP for an architect?

Dr. Alison Villanueva answered depending on what their service fees are we may be able to stay within our purchasing thresholds to keep it below. If we have people who are coming with cost estimates that are well above then we certainly move through an RFP process.

Vice Chair Mark Guerrera asked do you have a recommended list.

Dr. Alison Villanueva answered I have a list from the State of Ct and then we have some local vendors who have offered their services as well.

Chair Robert Porter stated when we did the track and field at the high school, we used Joe Millette from Engineering to check to make sure that everything was done right.

Mark Raimo, Town Manager stated they are very much taxed with all the projects that we have going on but I am sure that is something they can oversee.

Anthony Ciriello asked in regards to the security cameras, the floors are also listed as urgent are those ready to go. You said the security cameras are twenty years or more if that work is in conjunction with other grant monies that we received for upgrading school communication systems.

Dr. Alison Villanueva answered yes, we received a couple of grants this year, the SEG grant for John Trumbull and Polk School. We did not receive the SEG for Swift, Watertown High School and Judson. The one you see here is for the high
school security cameras. Each of our buildings are above 20 years old on their security cameras, that is where this one is falling there.

Anthony Ciriello asked in the flooring how urgent is that?

Mr. Velardi, Facilities Director answered at John Trumbull in the yellow and blue pods we have tiles and flooring that are not sealed to the floor and they are cracking and we are taking care of them prior to replacing them. I sent to the committee pictures of all floorings.

Dr. Alison Villanueva added the urgent level is because of the organizational status of the school. In the pictures it is in a bad situation because I think as the building was settling the ground shifted so the tiles either cracked or broke or just came off all together. We have so many students and faculty coming inside and using all these classrooms it becomes a tripping hazard. Some areas you will see a vestibule that is connected to the yellow pod, Luigi just removed all the tiles and we are on straight concrete bottom. We put a sign there that says please be careful, this is straight floor which is better to do than have cracked tile and somebody trip on it.

David Demirs asked are the tiles removed in areas where you have the problem?

Dr. Alison Villanueva answered no, the areas in the classrooms the tiles are still in and we have put cones wherever there are hazards. In the vestibule the doors that lead to the outside because it is such a small space kids are constantly going in and out of there, we just removed all the tiles because there was no point in trying to salvage it.

David Demirs asked in main hallways we have that problem?

Dr. Alison Villanueva answered yes, it has that problem on the bottom floor the entire yellow wing is what would be retiled.

Chair Robert Porter asked would that water be coming in from the outside.

Mr. Velardi, Facilities Director answered yes.

Chair Robert Porter asked the water seeping through is that is what causing the tiles to come up.

Mr. Velardi, Facilities Director answered I don’t think it is coming through the ground through the entryway when they hit downward. Where the playgrounds are sometimes water comes right up against the building and it goes in and did its damage, something has to be done outside.

Chair Robert Porter added I think it would be a good idea if the buildings committee walked these areas.
Dr. Alison Villanueva answered we would be happy to have you.

Chair Robert Porter it is easier than trying to visualize, can we set something fairly soon. It could be a weekend, Saturday morning.

David Demirs asked the doorway down there where you say the water is coming through, the metal threshold is water getting underneath there and popping it up when it gets cold.

Mr. Velardi, Facilities Director answered its heaved from the frost and in the summer time we don’t have much of a problem there. Its this time of year in the winter its cold in the morning all our doors we had problems with. My guys are constantly adjusting the door closers, that is what I think it is. In the beginning process of the project to put some drainage in there and paving over where the playground area is where I think the water is coming down that bank.

Chair Robert Porter asked do you want to do it this Saturday are you available? At 8:00 for John Trumbull to look at the floor.

Dr. Alison Villanueva asked should we tour all the schools; we will see you Saturday at 8:00 a.m. meeting at the John Trumbull front parking lot.

Mark Raimo, Town Manager stated regarding the track and the field we are looking for a letter of commitment to give to the person that would be responsible for the rebuild on this. It would be best for this committee to authorize me to issue that letter, the Town Council has already authorized me to go to bonding for these projects to give us the persimmon to say we have the money; we’re committed to it they can order whatever they need for the completion of the projects.

Dr. Alison Villanueva stated it would be for Astro Turf on the Connecticut state, so we can move beyond the bidding process.

David Demirs asked in regards to the track loop at the high has anything been done to the tree side of the track.

Mr. Velardi, Facilities Director answered we patched a couple of areas, unsuccessfully.

David Demirs asked what the cost might be.

Mr. Velardi, Facilities Director answered this is just an estimate is $605,520.

David Demirs stated we are doing all this other work there, is there any strategy of having that done too while they are there.
Mr. Velardi, Facilities Director answered that is our intent, the companies are backed up due to COVID in the schools. They said possibly the end of the end of the summer but the turf goes down first and then they do the track after.

David Demirs asked Mark is that money involved in the bonding.

Dr. Alison Villanueva answered it was.

David Demirs that should be included you should put that money in, why do all the interior work and not the track.

Dr. Alison Villanueva stated the commitment letter would be helpful it would put us in cue.

Anthony Ciriello stated seeing the quote for the first time I hope this is for the complete services.

Mr. Velardi, Facilities Director answered this is complete.

Motion: Mark Guerrera and seconded by David Demirs to give permission for the Town to draft a commitment letter to Astro Turf, Atlantic Sports Group for the turf replacement at the High School and at Swift and track replacement at the High School. The letter would be contingent on reference review.

Motion passed unanimously

Chair Robert Porter stated there is going to be projects that is going to take more than one meeting a month. April 5th would be the next meeting.

Motion: Mark Guerrera and seconded by David Demirs to amend the agreed upon schedule previously to include the first Wednesday and third Wednesday.

Motion passed unanimously

7. Adjournment.

Motion: Brian Mays seconded by Mark Guerrera to adjourned the meeting at 7:46 pm.

Respectfully submitted

Robert Porter, Chairman
School Capital Projects Committee
# WPS Capital Improvement Timeline

Public Buildings Committee Meeting  
March 22, 2023, 7PM

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Activity</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2018</td>
<td>BOE Meeting</td>
<td>Capital Improvement Projects - Discussion regarding potential creation of Reserve Fund</td>
</tr>
<tr>
<td>November 26, 2018</td>
<td>BOE Sub Committee Meeting</td>
<td>Discussion regarding the creation of a Capital Improvement Fund</td>
</tr>
<tr>
<td>November 26, 2018</td>
<td>BOE Meeting</td>
<td>Discussion of Proposed Capital Improvement Fund</td>
</tr>
<tr>
<td>December 10, 2018</td>
<td>BOE Sub Committee Meeting</td>
<td>Review &amp; Discuss the Ongoing Capital Improvement Plan</td>
</tr>
</tbody>
</table>
| November 18, 2020 | Needs Assessment and Cost Estimate Requested | Roof Assessment Management Program of JTPS Low Slope and Shingle Section Roof  
- The Garland Company, Inc  
Roof Assessment Management Program of WHS EPDM and Modified BUR Roof  
- The Garland Company, Inc  
Roof Assessment Management Program of Swift Low Slope Roof  
- The Garland Company, Inc |
- GMAX Report for Swift Middle School Turf Field  
- GMAX Report for Watertown High School Turf Field  
- WHS Track |
| January 11, 2021 | Presentation to Board of Education          | Capital Improvement Plan                                                                |
| January 21, 2021 | Memo to Board of Education                  | See packet                                                                              |
| January 25, 2021 | BOE Sub Committee Agenda Item               | Discussion Regarding the Capital Improvement Priorities Memo                            |
| February 8, 2021 | BOE Agenda Item                             | 2021-2022 Capital Improvement Plan Priorities                                           |
| July 23, 2021   | Memo to Town Council and Board of Education | See packet                                                                              |
## WPS Capital Projects By Priority

*Note: All Cost Breakdowns based on cost estimates from 2018 (roofs); 2021(turfs/track)*

<table>
<thead>
<tr>
<th>Project Location and Name</th>
<th>Urgency Level</th>
<th>Cost Breakdown</th>
<th>Reimbursable Through DAS Y/N</th>
<th>% Eligible for Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHS roof replacement</td>
<td>Urgent</td>
<td>~$4,971,500</td>
<td>Yes</td>
<td>50% - 60.36%</td>
</tr>
<tr>
<td>WHS Track</td>
<td>Urgent</td>
<td>~$678,931</td>
<td>No</td>
<td></td>
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<tr>
<td>WHS Turf</td>
<td>Urgent</td>
<td>~$684,430</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Swift Turf</td>
<td>Urgent</td>
<td>~$630,404.39</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>JTPS Low-Slope Roof</td>
<td>Urgent</td>
<td>~$675,330.50</td>
<td>Yes</td>
<td>50% - 60.36%</td>
</tr>
<tr>
<td>JTPS Shingled Roof</td>
<td>Urgent</td>
<td>~$3,681,000</td>
<td>Yes</td>
<td>50% - 60.36%</td>
</tr>
<tr>
<td>Swift Roof Repair</td>
<td>Urgent</td>
<td>~$54,762</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>WHS Security Camera Replacements</td>
<td>Urgent</td>
<td>~$450,830</td>
<td>No</td>
<td></td>
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<tr>
<td>JTPS Flooring Replacement</td>
<td>Urgent</td>
<td>~$601,660</td>
<td>No</td>
<td></td>
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<tr>
<td>JTPS Boiler Plant System</td>
<td>Urgent</td>
<td>~$153,450</td>
<td>No</td>
<td></td>
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<tr>
<td>Judson Boiler Burner Replacement</td>
<td>Mid Level</td>
<td>~$67,964</td>
<td>No</td>
<td></td>
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<tr>
<td>Judson Boiler Isolators Replacement</td>
<td>Mid Level</td>
<td>~$30,739</td>
<td>No</td>
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**APPROXIMATE TOTAL**  
$12,861,000

<table>
<thead>
<tr>
<th>Project Location and Name</th>
<th>Urgency Level</th>
<th>Cost Breakdown</th>
<th>Reimbursable Through DAS Y/N</th>
<th>% Eligible for Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>JTPS HVAC (All Pod Areas (42 units); + PreSchool; Office; Gymnasium; Cafeteria)</td>
<td>Urgent</td>
<td>~$2,374,503</td>
<td>Yes contingent upon receiving the HVAC grant</td>
<td>60.36%</td>
</tr>
<tr>
<td>Swift HVAC (Install Chillers 2 Chillers)</td>
<td>Urgent</td>
<td>~$360,267</td>
<td>Yes contingent upon receiving the HVAC grant</td>
<td>60.36%</td>
</tr>
<tr>
<td>WHS HVAC (Install water Coils to existing Units * in total)</td>
<td>Urgent</td>
<td>~$1,126,321</td>
<td>Yes contingent upon receiving the HVAC grant</td>
<td>60.36%</td>
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<tr>
<td>1.</td>
<td>School District must gather ‘Cost Estimates’ from Architects for any proposed project.</td>
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<td></td>
<td>- Town budget must show full funding of a project in its entirety before the project begins.</td>
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<td>- Town must have a passed referendum that allocates full funding to projects year over year as documented in the Town’s budget.</td>
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<tr>
<td>2.</td>
<td>School District/Town must submit a ‘Project Application’ to DAS for Approval</td>
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<tr>
<td>3.</td>
<td>DAS will issue a ‘Grant Commitment Letter’ to the School District/Town</td>
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<tr>
<td>4.</td>
<td>Architects will meet with the school district to complete a ‘Plan Review’ (During a Plan Review, architects make adjustments and fix items in original cost estimate)</td>
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<tr>
<td>5.</td>
<td>School district submits an updated ‘Plan Review’</td>
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<tr>
<td>6.</td>
<td>DAS issues a ‘Plan Approval Letter’ to the school district for a project</td>
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<tr>
<td>7.</td>
<td>School district may go ‘Out to Bid’ <strong>ONLY</strong> once a ‘Plan Approval Letter’ has been received.</td>
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</table>