



**SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT**

**REGULAR MEETING AGENDA
WEDNESDAY, February 28, 2024 7:00 p.m.**

**WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795**

1. Call Meeting to Order.

Chairman Robert Porter called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.

Chairman Robert Porter led the pledge of allegiance.

3. Roll Call.

Robert Porter, Chairman
Mark Guerrero, Vice Chairman
Anthony Ciriello
Jeffrey Desmarais
Brian Mays
Thomas Walsh
Dr. Alison Villanueva, Superintendent of Schools
Donna Ford, Purchasing, Purchasing Agent/Building Supervisor
Luigi Velardi, BOE Facilities

Absent: David Demirs, Jeff Franson, Jim Lehner, Mary Ann Rosa

Others Present: Mark Raimo, Town Manager

4. Minutes.

a. Regular Meeting – January 17, 2024

Motion: Anthony Ciriello seconded by Jeffrey Desmarais to accept the January 17, 2024 meeting minutes as presented.

Aye: 5 Porter, Guerrero, Ciriello, Desmarais, Mays

Nay: 0

Abstain: 1 Walsh

Motion passes

5. New Business

- a. Discussion and possible action on projects invoices to be authorized:

	Vendor	Invoice No.	Dated	Amount Due
1	Hartford Courant	082066983000	10/23/23	\$948.25

Motion: Jeffrey Desmarais seconded by Thomas Walsh to pay the \$948.25 to the Hartford Courant.

Motion passes unanimously

- b. Discussion and possible approval regarding proposal from Silktown Roofing for additional roof test cuts at Watertown High School.

Additional test cuts were done to investigate the composition of what is there on the roof. We will need to add more insulation and adjust the drawings.

Motion: Mark Guerrero seconded by Brian Mays to pay for the extra test cuts of \$1,400 for the Watertown High School.

Motion passes unanimously

- c. Discussion and possible action regarding pre-renovation roof survey revisions at Watertown High School by Pennoni Associates, Inc.

It was approved at the last meeting, there were some clarifying questions on the quote, it was provided in the packet.

Motion: Jeffrey Desmarais seconded by Brian Mays to pay for the Pennoni Associates roof survey revisions for \$800.00.

Motion passed unanimously

- d. Discussion regarding Infrared Thermographic Roof Moisture Analysis report of John Trumbull Primary School. – It was already approved and the report was provided.

- e. Discussion on possible bi-weekly meetings.

Dr. Alison Villanueva stated once we determine the application has been accepted it would be wonderful to have a bi-weekly on schedule. If we don't need the bi-weekly we

could perhaps drop the meeting. We have been noticing some of the turnaround times and when it is that quickly their schedules are hard to hold a special meeting together very quickly.

- f. Presentation by Roger LaFleur and Hibbard Rosa to discuss timeline of events leading up to Roof Project beginning.

Roger LaFluer, Project Manager for roof projects discussed the beginning stages of the application submittal process. When I was hired, I got actual measurements for the roof and to find the conditions we are dealing with. We get that information so we can deal with in the plan specifications so it doesn't become a surprise for us, it is important the testing occurs. We polled this information together to go forward with the plans and work on the design for both roof projects. In the meantime, I am putting together all the different documents and forms that have to be put together for the state. We will be submitting them on Friday morning, March 1st to get these packets uploaded in their system. Once that is done, we can go into a holding pattern and wait for a response from the state. They will review the application and once they accept our application, they will assign us project numbers. Once we have the project numbers, documentation from that point forward everything has to have that project number on it, I have a number of forms with the Superintends office by the time we get all this done. By the time we get all of this done I suspect the plans and specifications will be done. I think it is important to give your local officials a heads up on the plans, let them know it is coming down the road and we review them page by page. We will get the sign off from them which means they have looked at it if they had an issue, they brought it to our attention and have corrected it or we have answered what they needed to hear. The state gives us the next available date, we target the team to be ready to go in for that review with all the paperwork and sign offs ready. We will go in on that date and start the review process for the state, that process can take up to two weeks. If we get approval from them, we will be issued a letter from the state. Once we get that email, we can go out to bid. We will have everything ready to go out to bid for the contractors. All the plans and specifications will be ready for their review. Once we go out to bid, we are off and running.

Chair Robert Porter asked if he saw any issues going out to bid the beginning of summer?

Roger LaFluer answered I don't see any problems, but much of the time is waiting on the state.

Dr. Alison Villanueva, School Superintendent added Mr. LaFluer and we have discussed the opening of school for the next academic year. If you talk about if we start later in the summer than anticipated. The hot portions of the roof would be first which would allow us to continue to do work through the fall and have

our students utilize the building. Because the hot equipment would then be gone at that point.

Roger LaFluer stated about we have to remove the old material and take it down to the original depth to have the 20-year warranty. We would have to put in new tapered insulation system and the new roof system on top of that. We are using a two play SPS roof system, we will do all the demolition and then base sheet on as a temporary roof. As we get towards the opening of school, we can go to a cold plank process and at that point we have the cap sheet to install. It is the least disruptive process in the whole roof installation. The other thing that might go beyond this is to is the fascia system which takes a while on site.

Mark Guerrero asked are we anticipating any lead time issues?

Roger LaFluer answered we are no experiencing any lead time issues and it is not a disruptive process. We will load everything in the morning before the kids are in school. It is a big roof and I just wanted to put that out there we do not expect a lot of roofing companies for this job because of the size.

Mark Raimo, Town Manager asked Mr. LaFluer when do you anticipate to meet the Building Official and the Fire Marshal?

Roger LaFluer answered it take about 2 weeks to get a meeting scheduled we could start reviewing in late March.

Mark Raimo, Town Manager added if you could work through me I will ensure we get it done to save time.

6. Old Business.

Dr. Alison Villanueva stated as part of the capital was the HVAC. HVAC was contingent upon whether or not we actually received the grant from the Department of Administrative Services. We could target administrative services this year we put in the application again we need to provide documents it gives the stage to be finally approved. We have not been accepted yes but one of the steps is to provide them a clear resolution document states how much the capital gains is put aside for HVAC. Dr. Villanueva review the handout to the commission with draft resolutions, how much is allocated for HVAC. If we are able to create the resolution documents saying the amount of money that is allocated for the HVAC projects to demonstrate that the capital funds have ben reserved for those projects. The next document is the excel spreadsheet of amounts expected and reimbursements. We would like to move forward with the resolutions for the HVAC. Once they rip up the roof it makes sense to do the HVAC and put a roof down on top of it.

Mark Raimo, Town Manager asked how does the reimbursement works.

Dr. Alison Villanueva answered we would have to expend first for HVAC and then put in all the receipts. Who picks up our bid and is appointed, has to be pretty expedient with the work done and then we will have the Budget Manager or Luigi and I will have all the paperwork and get all the reimbursements in. The roof projects are slightly different because they are so much larger, they allow for some reimbursements to be put in as the projects go forward.

Mark Raimo, Town Manager asked will we consistently have the money available not dependent on the reimbursement?

Dr. Alison Villanueva answered not dependent on the reimbursement. What we will do once we get the roof and the HVAC, we won't start until we are about ready to break ground on it. We would really have to time it.

Mark Raimo, Town Manager another suggestion if your intent is to vote tonight, we should probably take a vote to add this item 6a Old Business to the agenda. To make that motion and be able to take a vote on it.

Motion: Mark Guerra seconded by Anthony Ciriello: to add to the agenda item 6a for the multiple resolutions for reimbursement to the agenda.

Motion passed unanimously

a. Multiple resolutions for reimbursement

Motion: Mark Guerrera seconded by Jeffrey Desmarais to have the resolutions sent to the Town Attorney for approval.

Motion passed unanimously

7. Adjournment.

Motion: Mark Guerrera seconded by Jeffrey Desmaris to adjourn meeting at 7:37 p.m.

Motion passed unanimously

Respectfully submitted

Robert Porter, Chairman
Watertown Public Buildings Committee