SCHOOL CAPITAL PROJECT COMMITTEE
WATERTOWN, CT

REGULAR MEETING NOTICE
WEDNESDAY, JUNE 21, 2023 – 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 pm

2. Pledge of Allegiance.
   Chairman Robert Porter led the pledge of allegiance.

3. Roll Call.
   Robert Porter
   Mark Guerrera
   Anthony Ciriello
   Jeff Franson
   Brian Mays
   Thomas Walsh
   Superintendent of Schools
   Dr. Alison Villanueva
   Vice Chairman of the Watertown Town Council
   Mary Ann Rosa
   Town – Purchasing Agent/Building Supervisor
   Donna Ford, Purchasing

   Absent: David Demirs
   Jeffrey Desmarais
   Jim Lehner
   Luigi Verlardi, BOE Facilities
4. Minutes.
   a. Regular Meeting – May 17, 2023

   Motion: Mark Guerrera seconded by Thomas Walsh to accept the May 17, 2023 meeting as presented.

   Discussion: none.

   Motion passed unanimously

5. New Business.

   Chairman Robert Porter stated the document is your packet and wanted to make a note on substantial completion date with Swift and the High School and asked if it should be June 14th. The punch list with an observation date of November 17, 2022 should be changed to August 14th.

   Dr. Alison Villanueva will call and check on the completion date.

   Motion: Mark Guerrera seconded by Mary Ann Rosa: I make a motion that we accept the substantial completion form with the provision that the date listed on the form be double checked with the architect record and the punch list observation form date be updated as well.

   Motion passed unanimously

   b. Upcoming projects schedule.

6. Old Business.
   a. Update on School Capital Project Committee projects.

      1. Watertown High School Synthetic Turf Replacement

      Dr. Alison Villanueva stated I will speak to Mr. McCoy about some of these dates here. He did say when we were taking photos on the turf that they would probably be able to start in mid-July and still on target to be completed by the start of the school year. He said that he was still on target and Atlantic Group they were
moving at the speed they were expected. I would talk with him tomorrow and confirm these dates.

Motion: Mark Guerrera seconded by Brian Mays a motion that we add an additional item to the agenda regarding the roof replacement and the HVAC system.

Motion passed unanimously

Roof Replacement and HVAC system.

Chairman Robert Porter asked about the HVAC systems at the schools and asked do we have any coordination between the architects and the design systems. How is the work going to be done and scheduled.

Dr. Alison Villanueva answered I will start with timeline. The DAS requires us to go through the heavy application process before you can start on the roofs. The application process for John Trumbull both begin in October, so we can maximize the reimbursement of 50 percent. That process won’t be complete until the start of 2024 year and the roof will not be until the summer of 2024. At that point we should have a clear understanding of whether or not we got the second round of the HVAC grants. Even if don’t get the second round of the HVAC grants, we will have to make some sort of move to go ahead and time it with the roofs. So, that we can do the HVAC work before we start the roof on top. We will end up having to rip up roof again if they have back in to that. I will give you a little bit determination probably in the winter time.

Chairman Robert Porter asked should we look into hiring someone to do that.

Dr. Alison Villanueva answered I would be happy to walk through all of the DAS requirements and also to bring somebody from the state to come down and talk. Once the actual application process begins, I will bring forward to the committee that we hire that would be knowledge able of that. It would be like Project Manager and they would also oversee the application process. It would have to go out to bid and see who would bid on that role. Because it is DAS everything is heavily regulated in terms of following all the procedures and follow policy. I would be happy in the meantime for Tom from the State Department of Administrative Services to come down and walk us through the application process.

Mary Ann Rosa asked could you tell me what DAS stands for?
Dr. Alison Villanueva answered Department of Administrative Services.

Vice Chair Mark Guerrera asked if it is possible to get some recommendations for the management position for this project.

Dr. Alison Villanueva answered absolutely, we had a couple of people reach out to us who are interested in doing the work. Once we put the paperwork out for bid, it would be on our website and the paper and posted for five days. I would encourage the committee if you have anybody in the past.

Vice Chair Mark Guerra asked who were the two?

Dr. Alison Villanueva answered I don’t remember Kastle Boos was one and there was another I have their card on my desk, I can bring their names back around. Either way it has to go out to bid to get reimbursement. I would encourage everybody to tell anybody who might be interested, put your name in the ring and follow the process from there.

Chairman Robert Porter asked if the second name has done work with the town in the past?

Dr. Alison Villanueva answered I am not sure.

7. Adjournment.

Motion: Brian Mays seconded by Mark Guerra to adjourn meeting at 7:15 p.m.

Motion passed unanimously

Respectfully submitted

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Robert Porter, Chairman
Watertown Public Buildings Committee