

Joint Facilities  
February 23, 2017  
Enfield Room  
6:00pm

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**Meeting called to order at: 6:00pm**

**Roll Call:**

-Present: Walter Kruzel, Liz Davis, Donna Szewczak, Randy Daigle, Tim Neville, Bryan Chodkowski

-Absent: Steve Twitchell, Randy Daigle

**Approval of Minutes:**

**A. January 12, 2017 minutes**

- Item stricken from the agenda as they were already approved at 2/2/2017 meeting.

**B. February 2, 2017 minutes**

- Motion to approve meeting minutes made by Donna Szewczak and seconded by Tim Neville. Minutes approved. Vote: 4-0-0.

**Old Business:**

**A. Review of Future Facility Use Identification**

- **Removal of items from Plan.**

Tim Neville said these involved items to remove from the (committee's) plan and moving them to the budget or to the Town Manager's side as they were not of sufficient expense to be put on referendum.

Donna Szewczak noted receiving an RFP, as a member of the Town Council, for the sidewalk repair at the Central Library on Middle Rd. Bryan Chodkowski advised he knew there were plans to make repairs.

Donna Szewczak noted that funding is necessary to accomplish these objectives.

Donna Szewczak and Tim Neville both brought up prioritizing 3-year technology replacement plans with the need to replace, for example, boilers. This discussion was tied into committee business and the need for important repairs.

Tim Neville advised the first thing to do is have the Town Manager review items and have a plan. Tim Neville also advised we should share with the public what is being planned, accomplished and the good work that is done.

Tim Neville is worried about priority of roofs and HVAC systems and doesn't want to wait until there is a big issue.

Donna Szewczak asked Bryan Chodkowski if there are repair logs for these items. Bryan Chodkowski was not aware and will review.

Donna Szewczak said that a better discussion could be had when actual figures and equipment status data is available and presented to a board.

Walter Kruzel asked if the AC had been replaced in the Library. Bryan Chodkowski advised they have a grant but the Bond Commission needs to vote on it. At this time it's scheduled for end of March. Bryan Chodkowski has advised Honeywell to finish technical design and they will be contacted April 4<sup>th</sup> with an update.

Tim Neville advised of a meeting with the Town Clerk's Office to get data so the committee can review plans and move forward.

Donna Szewczak said that Randy Daigle is still in communication with Carlisle for roofing estimates.

Tim Neville advised that boilers and HVAC systems cannot be evaluated in the same way as roofs. Donna Szewczak brought up looking into clean energy and being able to replace with smaller boilers that are greater than 90% efficient.

Bryan Chodkowski discussed taking plans from Honeywell and then passing it on to engineers that specialize in HVAC work. On this item, Donna Szewczak brought up looking for energy saving grants.

Tim Neville brought up having a facilities director who is knowledgeable, has the necessary skillsets and can organize these items would be beneficial as this individual could be responsible for long term plans and communicating them to the Town Manager. This position could also be responsible for items such as the roofs and for looking for grants.

Solar Panels were discussed. Donna Szewczak expressed wanting to work on canopy panels for parking lots. Donna Szewczak shared that if buildings were re-roofed with proper insulation and then equipped with solar panels, the electricity savings could be used to pay the bonds used to pay the roofs. Bryan Chodkowski advised that there is

typically a weight limit and that there is presently not a realistic baseline because of the new performance contract. He further mentioned that said numbers would not be available until the end of 2018. Donna Szewczak said LED lighting will make big difference in the electric.

Tim Neville brought up solar farms. Bryan Chodkowski advised that is an approved use under the landfill's closure plan and will offer to Eversource in exchange for their station near the transit center by the river. Though Bryan Chodkowski advised that core samples on their facility still needed to be taken and tested.

Donna Szewczak asked if all of Hazardville Memorial's systems were to be changed out from oil to natural gas under the performance contract. Bryan Chodkowski said he was not sure but would review.

Tim Neville again brought up roofs and indicated the need to put together data in a spreadsheet on their condition.

Tim Neville also asked where the boilers fit in as a priority and asked if we had interruption insurance should something happen. Bryan confirmed coverage in a general liability policy but there is a high deductible.

Donna Szewczak advised that the mechanical items have been well cared for and we should share that information. Should something fail to work it would not be from neglect. Tim Neville concurred and brought up how a recent report on JFK Middle School indicated that systems had been well maintained but are simply at the end of their lifecycle.

Tim Neville asked Bryan Chodkowski if it would be possible to account for any aspects of the plan in the budget currently being developed. Bryan Chodkowski said that it would probably not be possible but that it was still too early to tell.

Tim Neville advised getting money for items such as boilers, roofs and HVAC will be difficult based on issues with the State's financial situation.

Bryan Chodkowski said he will be looking for better ways of managing cash flow and will be asking council to take a step back and look at a twenty year master plan as some of the issues are due to the number of buildings being maintained and how that maintenance is funded.

Also brought up by Bryan Chodkowski was a request from Public Works for an analysis if they are properly staffed. Donna Szewczak asked if Joint Facilities would look into

consolidating to one location. Bryan Chodkowski advised he did not know but this (the Join Facilities) committee might have to opportunity to look into that as a future option.

Tim Neville expressed the committee's interest in working in partnership with the Town Manager to prioritize projects. He mentioned the need for some smaller projects to be accomplished but that people also will need to be educated on the process and as to what is needed.

Tim Neville also mentioned the need for people to point out safety hazards and that these items should be given a higher priority. Bryan Chodkowski mentioned there was a list of items that need to be addressed but it was a matter of human capital and funding. Tim Neville further suggested that pictures should go with these line items so the issue can be better visualized and also asked if there was municipal software that could help manage these items.

Bryan Chodkowski brought up that detailed roofing plans had been pulled and scanned and also brought up records training using roofing records and asbestos removal records for various schools.

Tim Neville asked about next steps after files are pulled. Bryan Chodkowski advised that anything flagged will be scanned and the rest will be cataloged. Tim Neville asked if they could get copies of things they needed to which Bryan Chodkowski said they could.

**New Business:**

- A. Impact of Referendum**
- B. Priority 2 Facility Improvements**

New Business items were not discussed.

**Committee Comments:**

No additional comments from the committee.

**Meeting Adjournment:**

The next meeting date was set for 3/16 at 6PM.

A motion to adjourn made by Donna Szewczak and seconded by Tim Neville. A motion to adjourn was approved. Vote: 4-0-0. The meeting adjourned at 6: 53 PM