

Joint Facilities
March 16, 2017
Enfield Room
6:00pm

Meeting called to order at: 6:03pm

Roll Call:

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

-Absent: Steve Twitchell, Randy Daigle

Approval of Minutes:

A. February 23, 2017 minutes

- Note that 2/23 minutes had Randy Daigle as being present and absent. He was not in attendance for the 2/23 meeting.
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- Motion to approve meeting minutes made by Donna and seconded by Tim.
- Minutes approved. Vote: 3-0-0.

Old Business:

A. Review of Future Facility Use Identification

• **Removal of items from Plan.**

1. Committee Update:

Donna Szewczak shared her “not in the weeds” chart with the group that highlights the amount of money for the roofs. Tim Neville, Walter Kruzel and Donna Szewczak have been looking at plans/drawings available to them. From the plans they have been able to get most of the years built, additions and types of roofs currently on the buildings. Mr. Neville pointed out that someone will need to advise the type of replacement needed.

Mr. Neville brought up the 20 year view plan but did advise some patching work would be needed to get to a plan worthwhile. Mrs. Szewczak commented that with the built- up roofs the “flashings” are quick to go so a membrane roof may be the best option.

Discussion on reroofing of JFK in 1989 and multiple consecutive years thereafter, before they were able to finish. Bryan Chodkowski commented on possibly using a

“sinking fund” but you have to move money into the “sinking fund” in order to use it. (Similar to a savings account) Example “town facility building sinking fund”. More would need to be discussed as Town Council would get involved and set a yearly plan/objective.

Mrs. Szewczak commented that majority of the roofs were done in 1993 so the roofs will soon need to be redone if looking at a 30 year cycle. (This would include every school currently in service)

Mr. Neville noted that the question marks on chart are there as they have been unable to see the plans for that location.

Mr. Neville commented on the need to have a person in charge of these plans/documents for future needs. There was a discussion on needing to get the support of the Town Council in order to move forward and that the needs/plan should start being shared now vs. later. Mrs. Szewczak inquired about not bringing in a roofing consultant until the town council was on board with the plans. Mr. Neville noted possibly asking for some pricing from a roofing consultant so they can prepare for discussion with Town Council. Mrs. Szewczak will inquire further. Mr. Neville asked which roofing company Randy Daigle had noted in a past meeting and Mr. Chodkowski confirmed it was Carlisle and that they are looking to get some information from them.

Mr. Neville noted the next concern was HVAC and that units are at the end of their life cycle despite constant maintenance. He also expressed concern for the switch gear failure. Mrs. Szewczak noted that switch gear would fall under electrical and not HVAC.

Committee discussion on boilers- Mr. Kruzel noted that they needed the final list of what Honeywell was working on. Mrs. Szewczak reviewed and confirmed no boiler for Hazardville Memorial but there is still a question if moving to natural gas. Mr. Chodkowski confirmed that Central library, Town Hall, adult day care center, Parkman and ELI Whitney have boiler listed.

Mr. Neville asked committee if they would object if he worked with Mrs. Szewczak to come up with ideas/plan and then present to the group. The committee advised that would be fine. Mr. Neville asked Mr. Chodkowski if there was a possibility of giving a presentation to Town Council in April. Mr. Chodkowski advised that possibly in mid April (17th) based on schedule.

B. Review of Priority 1 Facility Improvements

- **Exterior Shell/Envelope**

- 1. Committee Update:**

Mrs. Szewczak will review for priority 1 roofs and will put documentation together.

- **Roof Detail Sheets (E-Copy/Scan)**

New Business:

A. Impact of Referendum

- **Need Project Schedule/Summary Sheets by Project**

Confirmed need of Honeywell schedule for the committee so they can properly plan. Mr. Chodkowski will obtain and share.

Discussion on need to have a digital system that enables users to search/find invoices, plans, documents etc. Better organization is needed for ease of doing business.

B. Priority 2 Facility Improvements

- **Committee Update:** No comments from the committee

Committee Comments:

Mr. Kruzel thanked Mrs. Szewczak and Mr. Neville for all their work to date with reviewing plans.

Next Meeting Date:

The next meeting date was set for 4/4 (Tuesday instead of a Thursday due to Town Council budget meeting on 4/6) at 6PM.

April 17th looking to present at town council meeting.

Meeting Adjournment:

A motion to adjourn made by Tim Neville and seconded by Donna Szewczak. A motion to adjourn was approved. Vote: 4-0-0. The meeting adjourned at 6: 57 PM

■ EMR