

Capital Improvements Subcommittee Minutes
Tuesday, February 8, 2022
4:00 PM-5:45 PM
Remote via Zoom

Capital Improvements Subcommittee Members present: Helen Charlupski (Chair), Andreas Liu, and Mariah Nobrega.

Capital Improvements Subcommittee Members absent: Valerie Frias.

Other School Committee Members present: Suzanne Federspiel.

School Staff present: Matt Gillis and Robin Coyne.

Others present: Director of Public Buildings Charlie Simmons, Building Commissioner Dan Bennett, and Advisory Committee Members Carla Benka and Carol Levin.

1) Approval of Minutes

On a motion of Ms. Charlupski and seconded by Dr. Liu, the Capital Improvements Subcommittee voted unanimously (by roll call), with a vote of 3 in favor (Ms. Charlupski, Dr. Liu, and Ms. Nobrega), 0 opposed, and 0 abstentions, to approve the December 14, 2021 minutes.

2) Mid-Year Repair and Maintenance Report including Year-to-Date Financials

Director of Public Buildings Charlie Simmons presented a Mid-Year Repair and Maintenance Report, including Year-to-Date Financials (Attachment A). Mr. Simmons reviewed the FY 2022 Energy Budget (Appropriation, Expended to Date, Current Balance, and End-of-Year Projected Balance). He expects the School FY 2022 Building Energy Budget will be over-expended by approximately \$300,000. This will likely necessitate a request for a transfer from the Energy Reserve. Factors impacting consumption include the following: the opening of 22 Tappan, this winter's cold temperatures, and use of filters to provide fresh air. The base rate for electricity has gone up with the new Green Energy Contract. There is an 8 percent upcharge for the first year. Members requested the following information: assumptions built into the FY 2022 Energy Budget and the Town Administrator's recommended FY 2023 Energy Budget, the Energy Reserve balance, and School Building energy consumption going back a number of years. Members noted that the Driscoll School will be heated with electricity and that this will impact cost.

Mr. Simmons reviewed the FY 2022 Budget for School Building Repairs and Maintenance (Appropriation, Expended to Date, and End-of-Year Projected Expenditure). The FY 2022 Budget included a \$400,000 increase. Mr. Simmons requested an additional \$800,000 for FY 2023.

Over the weekend pipes froze at the Baker School resulting in approximately \$100,000 in damage to the Principal's Office and Nurses' Office. This will likely necessitate a request for a Reserve Fund Transfer. HVAC repairs are contracted out and have been high this year.

Members thanked Mr. Simmons for the report, and requested quarterly updates (with the next update in April). This will help prioritize projects. Members requested historical data that would help explain why additional funding is needed (e.g., building age, square footage, and

hours of operation). Ms. Nobrega and Ms. Levin offered to help with data formatting/presentation.

Participants discussed historical and projected funding (sources and amounts) for School Capital needs (including construction, renovation, and ongoing maintenance). Participants noted the importance of routine maintenance, the upcoming Pierce and Fire Station Projects, and the amount of money spent on leased space. The Mini Capital Improvements Program (CIP) was not funded for FY 2022. Members requested additional information on past/proposed allocations for Town/School Projects such as Americans with Disabilities Act (ADA) improvements (including breakdown between Town and School and whether there are balances).

3) Report on Last Months' Visits to Baker and Lincoln Schools

Subcommittee members and Mr. Gillis shared their observations from the January 11, 2022 tours of the Lincoln and Baker Schools. The general consensus was that the Lincoln School is in good shape, but is in need of some cosmetic improvements (e.g., flooring, painting, refinishing of the woodwork), while the Baker School needs major work and should be included in the CIP as the next major project (after Driscoll and Pierce). The student population is currently 625, but will likely go up post-pandemic as students return to the District, and as new developments come on line. At one point (pre-pandemic), the Baker School housed 803 students. Building Commissioner Dan Bennett provided information about the building permit requests in the Baker area and Director of Operations Matt Gillis said he would check that against future enrollment assumptions. Serious thought needs to be given to how to make the Baker School more educationally appropriate. One suggestion was to remove the Auditorium fixed seating to make it a more flexible and useful space. Participants discussed whether other Town locations (e.g., Newbury College) could be used for school purposes. Subcommittee members requested an update on the status of potential funding for a Capital Master Plan.

The meeting adjourned at 5:45 PM.

Repairs and Maintenance FY2023
SCHOOLS

7/1/21-2/8/22

	CAS FY22			
	FY22	TOTAL	Total Spent	Total Encumbered
1 TRADESMEN SUPPLIES -HARDWARD	\$ 175,000	\$ 177,030	\$ 71,930	\$ 105,100
2 FIRE SAFETY SERVICE-FIRE ALARMS, SPRINKLERS	\$ 216,700	\$ 262,616	\$ 91,434	\$ 171,182
3 EMERGENCY GENERATOR SERVICE-BACKUP GENER	\$ 21,500	\$ 4,576	\$ 876	\$ 3,700
4 HAZMAT-MOLD, LEAD	\$ 72,000	\$ 85,463	\$ 5,950	\$ 79,513
5 ELEVATOR SERVICE	\$ 166,000	\$ 155,776	\$ 43,534	\$ 112,242
6 HVAC/BOILER SERVICE - A/C AND HEATING SYSTEMS	\$ 1,037,575	\$ 1,083,761	\$ 569,217	\$ 514,544
7 SECURITY SERVICE-BURGLAR	\$ 134,000	\$ 112,010	\$ 27,209	\$ 84,801
8 ELECTRICAL SERVICE	\$ 327,000	\$ 222,991	\$ 67,994	\$ 154,997
9 PLUMBING SERVICE	\$ 43,241	\$ 92,032	\$ 39,032	\$ 53,000
10 GLAZING SERVICES-GLASS WINDOW REPAIRS	\$ 60,000	\$ 53,358	\$ 2,608	\$ 50,750
11 EXTERIOR GENERAL -ROOFING/MASONRY REPAIRS	\$ 85,000	\$ 88,333	\$ 40,412	\$ 47,921
12 CARPENTRY SERVICE	\$ 59,000	\$ 87,000		\$ 87,000
13 FLOORING SERVICE	\$ -	\$ 50,000		\$ 50,000
14 PAINTING SERVICE	\$ -	\$ 15,430	\$ 8,430	\$ 7,000
15 WINDOW SERVICES-SHADES AND CLEANING	\$ -			
	\$ 2,397,016	\$ 2,490,376	\$ 968,626	\$ 1,521,750