

Capital Improvements Subcommittee Minutes
Tuesday, June 9, 2020
4:00 PM-6:00 PM
Remote via Webex Event

Capital Improvements Subcommittee Members present: Helen Charlupski (Chair), Suzanne Federspiel, and Barbara Scotto.

Other School Committee Members present: David Pearlman.

School Staff present: Mary Ellen Normen, Matt Gillis, Rob Mullin, and Robin Coyne.

Others present: Director of Public Buildings Charlie Simmons, Deputy Town Administrator Melissa Goff, Economic Development and Long-Term Planner Meredith Mooney, Advisory Committee Capital Subcommittee Chair Carla Benka, and Zaftigs Owner Bob Shuman.

1) Approval of Capital Improvement Subcommittee Minutes

On a motion of Ms. Charlupski and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted unanimously (by roll call) to approve the minutes of the May 7, 2020 meeting.

2) Discussion of Proposed FY 2021 School Building Repair and Maintenance Items

Mr. Simmons explained that the Town Administrator asked that all departments identify a 10 percent reduction in their proposed FY 2021 budgets. The Building Department list included a 10 percent reduction in School Repairs and Maintenance. Mr. Simmons referred to the list of items that would be potentially be eliminated (Attachment A). The list totals \$195,000. Many of the items are for preventative maintenance.

Mr. Simmons and Ms. Normen stressed the importance of maintaining the school buildings, and recommended that this reduction not be made. It was noted that Mr. Simmons had requested an increase in this budget for FY 2021. The Capital Improvements Subcommittee recognized the need for additional funds, but did not support the increase because of the budget deficit and uncertainty.

Ms. Goff confirmed that the \$195,000 reduction is not reflected in the Town Administrator's recommended FY 2021 Budget. If the School Department decides to make this reduction, the funds could be applied to the School Department's FY 2021 deficit (current projected deficit is approximately \$500,000). Any savings in utility accounts would stay within the school utility account. Ms. Goff will ask the Comptroller whether any FY 2020 surplus utility funds could be applied to the FY 2020 deficit in School Revolving Funds. Subcommittee members asked whether the Schools are authorized to transfer funds to the Building Repairs and Maintenance budget during the year. Ms. Goff will confirm that this would require a vote of Town Meeting. In response to a question, Ms. Goff stated that Reserve Fund transfers are for unforeseen expenses.

The Subcommittee agreed to gather additional information (whether any FY 2020 surplus utility funds could be applied to the FY 2020 deficit in School Revolving Funds; whether the Schools would be able to transfer funds to the Building Repairs and Maintenance budget during the year; and how Mr. Lummis intends to close the budget deficit) and continue this discussion at a later meeting.

3) Update on School Building Repairs and Maintenance through June 30, 2020

Mr. Simmons provided a brief update on work being done at school buildings.

4) Update on Utilization of School Facilities for Elections

Mr. Gillis provided a brief update on utilization of school facilities for today's election. Department of Public Works employees, with the assistance of School custodians, set up the polling stations.

5) Update on Utilization of School Facilities for Emergency Response

Mr. Gillis provided a brief update on utilization of school facilities for emergency response, including to provide space for food banks. The Public Safety Departments are no longer using space at the Coolidge Corner School.

6) Update on Planning for the 2020-2021 School Year (Operations/Health and Safety Measures)

Mr. Gillis stated that the district is reviewing the implications of recent guidance from the State regarding school reopening. Plans for summer programming at schools (including the Runkle and Coolidge Corner Schools) are being finalized.

7) Request by the Coolidge Corner Merchants Association to temporarily use a portion of the paved, emergency access drive at the Coolidge Corner School, adjacent to Zaftigs at 355 Harvard Street

Economic Development and Long-Term Planner Meredith Mooney and Zaftigs owner Bob Shuman presented a request by the Coolidge Corner Merchants Association to temporarily use a portion of the paved, emergency access drive at the Coolidge Corner School, adjacent to Zaftigs at 355 Harvard Street. The Economic Development Department asked the business community to come up with creative and safe ideas to prepare for the gradual reopening of businesses on sidewalks, parking spaces, and "parklets." The department asked businesses to think about shared public spaces (not limited to one particular business). The Fire Prevention Division has assessed the paved open lot adjacent to Zaftigs and has no issue with the lot being used for outside seating. The Fire Department's only requirement would be that any chairs or tables not be permanently affixed to the ground and that when the business is closed all tables and chairs be moved off to the side to create an open space for Fire Department operations, if needed. The Select Board plans to consider this request at meetings this week and next week, and would like to know whether the proposal has the School Committee's endorsement.

Mr. Shuman discussed a similar endeavor in Natick. He would very much appreciate the School Committee's support. He understands that the School Committee may not want to allow alcohol on school property. That would not be an issue.

The Subcommittee discussed the request. There was general agreement on the desire to help the business community. Members discussed possible hours of operation. Mr. Gillis reported on Coolidge Corner School use during the summer (programs will generally end by noon). Students are not likely to be on that side of the building. Subcommittee members voiced support for daily use of the space during the summer months, but not once school is in session. Members discussed alcohol consumption on the space. Members were not opposed to alcohol

consumption on the space during the summer months, but suggested that it be limited to dinner hours and weekends if use of the space continues after August 31, 2020. There was general agreement that there should not be a charge for use of the space during the pandemic, but that there would likely be a charge if use continues after the pandemic. Members commented that both parties would need to address any unforeseen issues that may arise.

On a motion of Ms. Charlupski and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted unanimously (by roll call) to recommend that the School Committee endorse the request of the Coolidge Corner Merchants Association to temporarily use a portion of the paved, emergency access drive at the Coolidge Corner School, adjacent to Zaftigs at 355 Harvard Street. Use would be from the date of Select Board approval through August 31, 2020 (with possibility of extension for limited hours) and use would be subject to licensure and conditions set by the Select Board and Fire Department (e.g., removal of all tables and chairs when not in operation).

8) Update on School Building Projects (Driscoll, Brookline High School, Pierce)

Mr. Gillis provided a brief update on the school building projects. Ten firms participated in the Pierce Owners Project Manager walkthrough. Driscoll is in the design development phase. The Annual Town Meeting Warrant Article to increase the appropriation for the Brookline High School project was deferred to the fall.

The meeting adjourned at 6:00 PM.

Repairs and Maintenance FY2021

SCHOOL

6/8/2020

Description

GENERAL SERVICES

FULL FUNDING
REQUEST

REDUCTION OF \$195,000
10%

		ESTIMATE OF COSTS/SERVICES FY 21	ESTIMATE OF COSTS/SERVICES FY 21
1 TRADESMEN SUPPLIES			
HARDWARE, ELECTRICAL, PLUMBING, MISC		\$ 205,000	\$ 180,000
2 FIRE SAFETY SERVICE			
FIRE ALARM/SPRINKLER TEST	4X 2CL	\$ 63,890	\$ 63,890
FIRE ALARM/SPRINKLER REPAIRS		\$ 75,000	\$ 75,000
FIRE ALARM MONITORING	14 SITES	\$ 8,400	\$ 8,400
E LITE TESTING	1X	\$ 10,000	\$ 10,000
E LITE REPAIRS		\$ 3,000	\$ 3,000
FIRE EXTINGUISHER TEST/REPAIR	1X / 2X 2CL	\$ 10,000	\$ 5,000
FIRE EXTINGUISHER ANSUL TEST/REPAIR	1X / 2X	\$ 6,750	\$ 8,500
		\$ 177,040	\$ 173,790
3 EMERGENCY GENERATOR SERVICE (7)			
REPAIRS		\$ 7,500	\$ 5,000
PM PREVENTATIVE MAINTENANCE	summer test	\$ 2,500	\$ 2,500
PM PREVENTATIVE MAINTENANCE	winter test	\$ 2,500	\$ 2,500
PM PREVENTATIVE MAINTENANCE	LOAD BANK 50% each year	\$ 5,000	\$ 5,000
		\$ 17,500	\$ 15,000
4 HAZMAT			
ASBESTOS		\$ 20,000	\$ 15,000
MOLD		\$ 8,000	\$ 4,000
LEAD PAINT/WATER		\$ 20,000	\$ 5,000
IAQ		\$ 10,500	\$ 9,000
PM PREVENTATIVE MAINTENANCE	TEST - DEP	\$ 2,500	\$ 2,500
PM PREVENTATIVE MAINTENANCE	TEST	\$ 3,000	\$ 2,500
PEST CONTROL	MATERIALS/OUTSIDE CONT. CL2	\$ 5,000	\$ 5,000
		\$ 69,000	\$ 43,000
5 ELEVATOR SERVICE (37)	26 ELEVATORS 13 LIFTS		
REPAIRS		\$ 40,000	\$ 40,000
STATE TESTING - FEE	(ODD 13 LIFTS OUT) 2019/2020	\$ 14,000	\$ 14,000
STATE TESTING - LABOR	(ODD 13 LIFTS OUT) 2019/2021	\$ 19,000	\$ 19,000

PREVENTATIVE MAINTENANCE

MONTHLY PLUS QTR

2CL

\$	85,000	\$	85,000
	\$158,000		\$158,000

6 HVAC/BOILER SERVICE					
	HVAC REPAIRS		CL2	\$ 225,000	\$ 225,000
	HVAC PM - A/C	SEASONAL A/C PLUS FANS X 2		\$ 180,000	\$ 180,000
	HVAC FILTERS - LARGE			\$ 25,000	\$ 25,000
	HVAC FILTERS - SMALL	X 2		\$ 14,500	\$ 24,000
PM	HVAC - PM - IT ROOMS	X 4		\$ 13,500	\$ 13,500
PM	HVAC - PM - PUMPS (CIRC. PUMPS)	1X		\$ 10,475	NOT FUNDED
PM	HVAC - PM - PUMPS (GAS BOOSTER)	1X		\$ 5,500	NOT FUNDED
	HVAC - PM/REPAIRS -PNEUMATICS DRISCOLL			\$ 3,000	\$ 3,000
	HVAC - PM/REPAIRS - PLYMOVENT	NOT APPLICABLE		\$ -	\$ -
	BOILER/STEAMFITTING REPAIRS			\$ 62,500	\$ 65,000
	BOILER/STEAMFITTING PM	VIC		\$ 12,500	\$ 12,500
	BOILER INSPECTIONS (36)			\$ 2,100	\$ 2,100
	BOILER PM	SUMMER	CL2	\$ 16,500	\$ 16,500
PM	BOILER PM	WINTER		\$ 3,500	\$ 3,500
PM	BOILER PM - FHW HEAT EXCHANGERS	1X		\$ 4,500	NOT FUNDED
PM	BOILER PM FANS	1X		\$ 20,000	NOT FUNDED
PM	BOILER PM PUMPS	1X		\$ 8,500	NOT FUNDED
PM	BOILER PM VIBRATIONAL	1X		\$ 8,500	NOT FUNDED
	INSULATION			\$ 6,000	\$ 3,000
	REFRACTORY			\$ 8,000	\$ 8,000
	ENERGY MANAGEMENT SYSTEMS			\$ 135,000	\$ 136,267
	OIL TANK CLEANING/TESTING	13 SITES		\$ 8,750	\$ 8,750
				\$ 773,325	\$ 726,117
7 SECURITY SERVICE					
	KEYCARDS REPAIR			\$ 7,500	\$ 7,500
PM	KEYCARDS PM	15 SITES		\$ 15,750	\$ 10,000
	LOCK REPAIRS			\$ 21,000	\$ 15,000
	LOCK PM			\$ 3,500	\$ 3,500
	CAMERAS REPAIRS	15 SITES		\$ 10,000	\$ 10,000
PM	CAMERAS PM			\$ 10,000	\$ 5,000
	BURGLAR ALARMS MONITORING	15 SITES		\$ 6,500	\$ 6,500
	BURGLAR ALARMS REPAIRS			\$ 16,500	\$ 6,500
PM	BURGLAR ALARMS PM			\$ 5,500	\$ 9,000
				\$ 96,250	\$ 73,000
8 EXTERIOR GENERAL					
	ROOF REPAIRS			\$ 40,000	\$ 37,500
	ROOF- GUTTERS/CLEAN			\$ 15,000	\$ 8,000
	ROOF - INSPECTIONS - FLASHING/TERM. BARS/METAL	summer		\$ 50,000	\$ 50,000
PM	ROOF - INSPECTIONS - FLASHING/TERM. BARS/METAL	winter		\$ 15,000	NOT FUNDED
PM	ROOF - INSPECTIONS/REPAIRS	INFRARED/MOISTURE	QTR	\$ 20,000	NOT FUNDED

PM ROOF - INSPECTIONS/REPAIRS

MASONRY REPAIRS

B94:B9: MASONRY/ENVELOPE - INSPECTIONS INFRARED

9 GLAZING SERVICES

REPLACEMENT/REPAIRS

WATER TEST DRAINS

INFRARED

\$	7,500	NOT FUNDED	
\$	45,000	\$	31,000
\$	45,000	NOT FUNDED	
\$	237,500	\$	126,500
\$	45,000	\$	35,000
\$	45,000	\$	35,000

10 ELECTRICAL SERVICE

REPAIRS
 PM PREVENTATIVE MAINTENANCE
 PM PREVENTATIVE MAINTENANCE
 PM PREVENTATIVE MAINTENANCE
 PM PREVENTATIVE MAINTENANCE
 PM PREVENTATIVE MAINTENANCE

VFDS
 EXTER. LIGHTS, INTERIOR LUMINS, COLOR TEMP
 LIGHTING CONTROL - CLASSROOMS
 LIGHTING CONTROL - ROOMS/THEATER
 INFRARED/PANELS, TORQUE QUARTER

CL2

QTR

\$	90,738	\$	35,000
\$	5,500		NOT FUNDED
\$	7,500	\$	7,500
\$	15,500		NOT FUNDED
\$	7,500		NOT FUNDED
\$	5,000		NOT FUNDED
\$	131,738	\$	42,500

11 PLUMBING SERVICE

REPAIRS FIXTURES
 REPAIRS DRAIN BLOCKAGE
 KITCHEN GREASE TRAP
 PM PREVENTATIVE MAINTENANCE
 PM PREVENTATIVE MAINTENANCE

CLEAN AND TEST
 GARAGE TRAPS (1) OIL/WATER SEP.
 WATER FILTERS
 ACID NEUTRALIZATION TANKS
 DOM. HOT WATER TANKS/PUMP/MIX/BACKFLOW
 DRINKING WATER COOLERS/FILTERS/CLEAN COIL
 SEWERAGE INJ./ABOVE GROUND PUMP

QTR

\$	110,000	\$	100,000
\$	3,500	\$	3,500
\$	2,500	\$	2,500
\$	3,500	\$	3,500
\$	5,000	\$	5,000
\$	5,500		NOT FUNDED
\$	10,000		NOT FUNDED
\$	12,500		NOT FUNDED
\$	4,500		NOT FUNDED
\$	157,000	\$	114,500

12 CARPENTRY SERVICE

REPAIRS - WALLS, DOORS, CEILINGS-, LOCKERS
 FIRE ESCAPE - TESTING, REPAIRS
 CEILING/STRUCTURAL
 OVERHEAD DOOR/GATE REPAIR
 PM OVERHEAD DOOR/GATE PM

2021
 INSPECT/REPAIR

QTR
 QTR

\$	40,000		NOT FUNDED
\$	10,000		NOT FUNDED
\$	12,500		NOT FUNDED
\$	2,500		NOT FUNDED
\$	5,500		NOT FUNDED
\$	70,500	\$	-

13 FLOORING SERVICE

PM REPAIRS/PATCHING

\$	35,000		NOT FUNDED
\$	35,000	\$	-

14 PAINTING SERVICE

PM INTERIOR/EXTERIOR

1/4 bldgs

\$	75,000		NOT FUNDED
\$	75,000	\$	-

15 WINDOW SERVICES

PM SHADES/SCREENS
 PM CLEANING

\$	25,000		NOT FUNDED
\$	15,500		NOT FUNDED
\$	40,500	\$	-

TOTAL

\$	2,288,353	\$	1,687,407
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PM WORK - IT IS HIGHLY RECOMMENDED
 THAT ALL PM WORK IS FULLY FUNDED
 TO BE PROACTIVE AND PREVENT FAILURES

FY20 BUDGET \$ 1,882,407

FY21 BUDGET	\$	2,288,353	
FY21 BUDGET*		reduced	\$ 1,687,407
	\$	(405,946)	