

MINUTES Building Committee Meeting on Tuesday, September 20, 2022, at 11:00 a.m. in the Board of Education meeting room

Members of the 22-23 Building Committee for Small Projects

Jack Wesa
Ron Millovitch
Jim MacBride
Kate Beauparlant
Brian Kallio
Adam. S. Burrows

Also Present:

Jim Ward – Technology Consultant
Darlena Loranger – Executive Assistant to the Superintendent

Copy to:

Amy L. Suffoletto – VES Principal
Tracey Hanson ---- First Selectwoman

Jack Wesa called the meeting to order at 11:04 a.m.

The Minutes of the 8-23-22 Building Committee meeting were reviewed.

Telephone System, Security Upgrades, Video Surveillance, and IT Infrastructure

Jim Ward, Technology Consultant, attended this meeting as a follow-through with communications generated by Jim MacBride.

Jim MacBride gave an update about his recent review of the telephone system and other issues.

Jim Ward reviewed priorities to consider for needed upgrades in the school system and noted the work of APEX over many years.

APEX recently submitted a quote for \$14,800 to move a server in VES.

Adam Burrows stated we are required by BOE/Town guidelines to complete a bid process or secure at least three quotes for projects over \$10,000 to document our decision-making process. Quotes from other companies need to be considered and the purpose of this committee is to guide the process and completion of several small projects based on recent development that allow us to secure funding from state reimbursement for the oil tank replacement, current and possible future grants, and adjustment within the annual BOE operating budget.

It was decided to send an invitation and request an APEX Representative attend a special Building Committee meeting on Tuesday, October 4, 2022, at 11:00 a.m. in the central office (**Jim MacBride confirmed that Anthony Averill of APEX will attend our 10-4-22 committee meeting**). Topics of interest are the telephone system, wiring for security, video surveillance upgrades, and other IT infrastructure needs.

Mr. Kallio will create a list of the number of cameras, doors and windows in the building. Mr. MacBride will guide the process in setting up the meeting with APEX and support any follow-through with coordinating priorities. This committee is looking forward to meeting with APEX, especially because of their previous work with the school system and knowledge of our IT infrastructure.

Mr. Burrows mentioned two inquiries of vendors interested in our video surveillance upgrades. Our committee will need to review two approaches: (1) securing three quotes or (2) issuing an RFP and seek bids.

Funding:

Mr. Burrows noted the funding for the above projects will come proportionally from a variety of currently received grants, possible future grants and carry-over of possible BOE operating funds. He is currently reviewing the guidelines for uses of funds and if there are any restrictions for mixing funds from different sources.

Asbestos and Removal of a Hallway Carpets

Mr. Kallio noted EASTCONN is no longer available for consultation about asbestos removal. He checked various sources and found many school systems are now using Mystic Air Quality. He has scheduled a 9-25-22 visit by a company representative to meet with him to review our required asbestos report and a tour of VES. The Board of Education has requested a review to replace the hallway carpeting with tiles. The 1953 section of the hallways may have small amounts of asbestos in the older tiles.

We completed a small asbestos abatement removal project around the summer of 2008. Although a pipe in the basement was about 20 feet long, it required installing a temporary negative pressure system and making sure no students were in the building for the two-week removal time frame.

The Building Committee will receive the initial report from Brian and, hopefully, review a Mystic Air Quality proposal to make decisions about scheduling and completing the removal.

Funding:

Mr. Burrows noted the funding for the above projects will come proportionally from the recent oil tank replacement grant funds (\$102,977) that the Town made has made available and receives approval for a specific designated project at a Town meeting .

A/C for the Gymnasium

There is a need for better air flow in the gym. As Brian Kallio pointed out, the current air handlers are not efficient. We have made repairs on the existing older overhead fans to improve air circulation. The current ventilation system is very noisy and interferes with programs using the gymnasium. The gym is used as an emergency shelter and place where citizens can receive relief, especially if designated during excessive heat waves. Our gym has also become the location of any voting.

There is a significant environmental change for students using the gym for lunch, Physical Education, and other events, etc. The new HVAC system is the next phase in our plan for A/C throughout the school system.

Funding:

Mr. Burrows noted it is our intention to fully fund this project with ARP ESSER III federal funds. We submitted a federal grant application and approximately \$80,000 has been approved for the installation of a new HVAC system in the gymnasium. This project may require the services of a structural engineer to assess the strength of the gym roof for the weight of a new HVAC system. Recent price increases may require a transfer of funds from another part of the approved federal

grant to complete the gym HVAC project. We are waiting for approval of the reallocation of federal funds.

Central Office HVAC, VES A/C, and other Upgrades

The white house, which is the Central Office of the school system, is approximately 35 years old. The older HVAC system required a cleaning-out of the vents this past winter which offered some improvement. The Building Committee is now completing an assessment of what priorities need attention.

Mr. MacBride, spoke with Mark, a local contractor, and received a verbal estimate of \$22,000 to meet state regulations. This included 5 wall units, 3 outside condenser units, heating and cooling fixed 1 year warranty. NO ELECTRICAL INCLUDED. Based on our town procedures we will need to two other quotes for projects of \$10,000 or more.

There is also a need to look at replacing the old windows in the white house, the status of the roof, electrical service, and the siding.

Mr. Burrows noted this project may qualify for an HVAC grant that was recently released by the state.

There are several remaining areas in VES that still have A/C window units and there is a need to replace these with mini split units. More research is needed.

Funding:

The CT-SDE HVAC and Air Quality grant has a deadline of December 1, 2022. There are several well-established and comprehensive steps that are mandated to secure this grant. This is also a competitive grant to seek part of the \$160 million set aside by the state. DAS or the Department of Administrative Services uses the established format for securing approval or the original request and any change orders for reimbursement of "eligible" expenditures. Voluntown has a reimbursement rate of a little over 60% based on a formula.

Summary of Possible Funding Sources:

- \$102,911 (reimbursement for oil tank replacement) - Requires Town Meeting Approval
- ARP ESSER III federal grant – \$80,000 already in an account for the gym A/C
- New Connecticut HVAC Grant for Schools – Application due by December 1, 2022
- BOE Account #2600 – Operations and Maintenance, if available from 22-23 and 23-24

The following information about funding is from the 8-23-22 MINUTES of the Building Committee:

There have been several smaller repair projects that recently required using the operating budget to make repairs. The current #2600-430 Repair and Maintenance Services approved budget for 22-23 is \$50,940.

Unanticipated repairs have occurred since this budget was approved and we are now looking at cuts in other parts of the budget for maintenance repairs. The Board of Education reviews monthly expenditures and is aware of changes in the budget or the annual spending plan. Savings

in tuitions or other accounts allow for the reallocation of funds. In 17 budget years we have never needed to go back to the town to ask for additional allocations.

This Building Committee is using grants and other sources to complete projects. The Capital Improvement Plan for the school system did not list any requests that might increase the local property tax. All projects would seek to use outside funds or be completed by using the school operating budget. Through research this committee may decide to make a recommendation for budget items to add to the 23-24 BOE Budget Proposal.

Short term borrowing may also be an option as a last resort. This requires approval by Board of Education and would become part of a proposal for the operating budget. Our current 22-23 budget has a last payment of \$25,000 for a major electricity upgrade through a special Eversource program for reducing electricity costs.

Please Note Building Update – Roof Maintenance

Mr. Kallio received reports that the roof on the JHS wing installed in 2000 was leaking and required some additional attention. Mr. Burrows suggested contacting Quality Roofing Services, the excellent company that completed the 2016 replacement on the 44,000 square-foot older roof. Mr. Kallio was impressed with the repairs made to stop the current leaks. Mr. Burrows signed an annual contract for five years with Quality Roofing Services for Fall and Spring inspections of the VES roof. Every effort needs to be made to make sure the entire VES roof is carefully inspected and any leak from is quickly repaired.

A special meeting of the Building Committee is scheduled for Tuesday, October 4, 2022 at 11:00 a.m. to meet with Anthony Averill of APEX to review the telephone system, video surveillance, security, and IT infrastructure.

The next regular meeting of the Building Committee is scheduled for Tuesday, October 18, 2022, at 11:00 a.m. in the central office.

Meeting adjourned @ 12:35 pm

(ASB and DCL on 9-27-22)

To: Tracey Hanson ----- Voluntown First Selectwoman
Kate Beauparlant -- Board of Education Chairperson

From: Adam S. Burrows -- Superintendent of Schools

Re: HVAC Indoor Air Quality Grants Program for Public Schools

Date: September 22, 2022

This is to update you on the progress being made with the application for the recently released HVAC Indoor Air Quality Grants Program for Public Schools

I informed our recently appointed small projects Building Committee about this grant opportunity has a fast-approaching December 1, 2022, application deadline.

This grant will be reviewed and, if approved, processed by the CT Department of Administrative Services (DAS) requires we follow specific actions that are documented in this competitive grant application. If these guidelines are properly followed, Voluntown will the receive partial reimbursement (based on a formula, currently a little more than 60%) for "eligible" expenditures. DAS uses the same format as our recent oil tank project, which took us a few years to receive the grant funds. This process does takes years to complete.

Board of Selectmen

The DAS application requires a specific motion by the Board of Selectmen. I hope this can be placed in the agenda of the upcoming 9-27-22 meeting of the Board of Selectmen.

Motion on 9-27-22 by (_____/_____) to extend the work of an existing Building Committee for Small Projects to complete and submit a grant application by December 1, 2022 to the CT Department of Administrative Services (DAS) for the recently released HVAC Indoor Air Quality Grants Program for Public Schools. Committee members will be Jack Wesa, Ron Millovitch, James MacBride, Brian Kallio, Kate Beauparlant, and Adam S. Burrows.

Based on work with prior DAS applications there is also a requirement of approval by each municipality for the full cost of the project. My current rough-draft estimate is \$170,000 for completing the A/C in remaining VES classrooms, a new HVAC system and perhaps new windows and a roof for the central office, and a few other projects currently under review. This mean reimbursement from the state, if approved, will be in the range of \$102,000 which leaves a balance of \$68,000 to be paid by local funds.

A town meeting will need to be held prior to the December 1, 2022, grant deadline. In the past, the town has voted to use the fund balance account to pay for the whole project completely and totally. The reimbursement is received at a later date after the project is completed. DAS then audit of all expenditures, change-orders, bid specifications, and final certification of local building officials. The motion at a town meeting might use another option and authorize short term borrowing, especially if reasonable payments could be included in the annual Board of Education operating budget.

The Board of Selectmen will then receive a proposal for the specific items and estimated costs developed for the grant application by the Building Committee. Suggested wording for a motion will also be included. A Town Meeting needs to be scheduled no later than mid-November to qualify for the December 1, 2022, grant due date or deadline.

Board of Education

The DAS grant application process in the past has required action by the Board of Education documented in writing. A suggested motion for the 10-13-22 Board of Education meeting might use the following:

Motion (#_ on 10-13-22 by ____/____) to verify that the application to HVAC Indoor Air Quality Grant Program for Public Schools meets the educational requirements of the school system and seeks to improve instructional opportunities for the youth of the community.

This air quality grant is an additional responsibility for the Building Committee.

ASB and DCL on 9-22-22