

WEST HAVEN BOARD OF EDUCATION MINUTES
February 7, 2011
Facilities Committee Meeting

A Facilities Committee Meeting was held at City Hall, 355 Main Street, West Haven, CT in the City Council Chambers on February 7, 2011. The meeting opened with a pledge to the flag. The meeting was called to order at 6:00 PM by Chairman Rob Saley.

COMMITTEE MEMBERS

IN ATTENDANCE:

Rob Saley, Chairman
T. Sean Maher

COMMITTEE MEMBERS

ABSENT:

Eric Murillo
Mark Palmieri

BOARD MEMBERS PRESENT: Dorinda Borer

ADMINISTRATORS PRESENT: Neil Cavallaro, Superintendent of Schools

CITY OFFICIALS PRESENT:

Al Barbarotta – AFB
Ken Carney – Building Oversight Committee
Joe Falzone - AFB

STUDENT REPRESENTATIVES

PRESENT:

Rob stated that we are here to discuss a 5 year capital plan and the plans for the usage of the three school buildings Blake, Stiles and Thompson.

Before doing this Rob asked Al Barbarotta from AFB to talk about what has been done in the last couple of weeks due to the snow problems we had.

Al said our initial problem was the accumulation of the snow on the ground. We ran out of places to plow the snow. The majority of the work was done in house without a whole lot of overtime; they did an amazing job. We couldn't push snow anymore around the rink and WHHS as our equipment was too small so we went out and got a pay loader and an outside contractor to come in with two pieces of equipment we used for a couple of days and we cleaned up the parking lot. We picked up the big piles and went back around all the schools. He was in contact with Superintendent Cavallaro throughout the

storm. The piles of snow were getting larger throughout the storm and the City was plowing us in so either end of the sidewalk have 15 feet of snow which got hard and crusty and tough to move but our guys continued to make progress knocking it off. Joe Falzone stated they used the equipment for one day. Rob asked if this included all schools or just the high school. Just the high school is where we had the pay loader. Rob asked if there were problems at the other schools; do we have to remove snow? No we had our back hoe went from school to school and picked up snow and our guys did an amazing job moving it around. We didn't have to truck it out like a lot of cities because we had so much space that the city decided they would start dumping it in our parking lots. Rob noticed they were dumping some at Stiles Saturday morning. Al said some was dumped at the high school and Washington School and this was a problem. We couldn't push the snow out of the way ourselves and they were adding to our pile. A further discussion continued about snow blowing, plowing, picking up snow, ice on sidewalks, moving snow to another site etc. This is another investment that we didn't want to make. We are trying to watch the overtime and the equipment and we did a pretty good job and our guys should be commended.

Neil stated that Savin Rock School was a problem because it is landlocked and there are cars all over the place and Washington School and that whole area from Second up was also a problem.

Al stated the ground operation went to an all out state alert with snow on the roofs so I called an Engineer, someone I do business with; Tom Torrenti is great. I asked him to go access the roof. We saw conflicting reports on how much snow is enough snow on the roof, when does it become dangerous, when does it become a structural issue. Many school districts cancelled Hartford, Oxford, Trumbull had two roofs buckle and we saw collapses. We checked drawings for all of our schools and they are designed for 30 pounds per square foot. In West Haven and Trumbull it measured at 24 inches so if you had more than 24 inches you should be getting it off your roof. A further discussion ensued. We addressed our schools in house with our guys. The operation we had in Trumbull cost about \$750,000 in five days to get the snow off the roofs. Because WHHS is so close to Long Island Sound the mist reduced it and we didn't have the drifts we had everywhere else. Our guys were out right away reducing drifts and we spent a little overtime on Saturday and Sunday and took care of that for the most part but nothing was a structural issue. We had a call that Savin Rock School was creaking so we had an Engineer over there right away but we were told it was just an old building creaking and there were no structural issues; we took our direction directly from a licensed engineer who can stamp approval; Tom Torrenti. We went around the high school, pool etc. We responded quickly and controlled the cost as much as we possibly could.

Rob said so all the buildings based on what the structural engineer said were good. Yes, I would say as of today and then Joe Falzone gave a report. We were OK on the roof construction itself. We were concerned if we got another big storm we would have to react prior to that happening. Today they opened up all the drains in the high school. There was one section in the F wing where there was some ponding on the roof and we

had leaks there before. The guys will be back tomorrow to finish this up. We are fine with the drifts and the load on the roof.

Last weekend the money we spent with the contractor was about \$2,100. Al said that is amazing compared to what we spent in other towns surrounding us. Neil said the guys did a great job. Al said we had 8 guys on Saturday and 7 on Sunday on top of the roof shoveling the snow off and clearing the drains and it worked out really well. A further discussion continued. Rob asked if there are any leaks in the roof. Al and Joe responded very few; not many.

Neil wanted to emphasize the point that Al brought up earlier and Joe has reminded him of. There are issues with our equipment which is outdated and certainly has made the work more challenging than it has to be. Rob said this is one of the reasons I want to talk about the Capital Plan. This hasn't happened in 38 years (snow). A lot of the guys in Milford say a lot of the equipment is breaking.

Rob stated when you talk about the 5 Year Capital Plan it is not just the BOE that is involved; this is the building oversight committee and the people in the council because we really need to see what our assessments are and what our facilities need. We need to see how many people will be in our schools in the next five to ten years. One study shows that we are going to be decreasing enrollment. Neil said we have updated the projected enrollment and contracted with Mr. Prada to go ten years out and I'm expecting that at any time and this will be very helpful as we go into the budget season.

Rob stated that Pam Gardner is expecting 129 more kids in the high school. Neil said his guess is that she is using all the eighth graders in West Haven currently at Bailey as well as taking into consideration some of the private schools we have. What she is not taking into consideration is the percentage of students that leaves every year and don't go to WHHS and go to some other school and that is what we really do with kindergarten at this point in the year because we don't have the actual numbers until May. We won't know who is leaving in many cases up until May or even June 1st and beyond that if they are on a waiting list.

Al had passed out information to the board which was basically a format of how they would present and manage a capital budget. There are two things that must be done. You need to do a space utilization study at the same time you are doing a needs assessment. They have hired independent companies in the past Savin Engineering, ENG Company, CREC does it and there are outside organizations that do this. He could bring in engineers to do this but then it is his report and he is Neil's guy and it is this board he is acting to so when it is taken to the town and the people who have to put up the money you lose credibility if you develop it yourself. They develop it with us watching and making sure you get an independent study of all of your buildings, needs assessment and space utilization. When you look at what each school needs you have a list from the boiler room through the roof and site tied together with the enrollment projections and space utilization and you have credible information. They want the details and they want to know that you have taken the time to really look at these buildings and assess what you

need to do then the town needs to make a commitment that we are going to support a capital plan for five years and renew it every year and we will take off what we do and keep adding on the new projects because buildings get older every year. We need to get proposals and have companies come in and give us a proposal to do a needs assessment and a space utilization and we can evaluate them together and decide if we want to do that and hire that company; then we will work as your facilities manager probably with Ken Carney in the town side the Building Committee to put together a real report. The backup information done by a consulting firm that does this is what you need to have credibility.

Rob agrees with everything he just said but he beat him to the punch line. They are on the same page. Rob said everything he touched on was perfect; facilities, conditions, assessments etc. Rob asked Ken Carney to come in because he thinks he still has a big play in this because he is the Building Oversight Committee Chairman and they go over the bigger projects like the high school. This is part of our five year plan and is one of the reasons this agenda went out to Ed O'Brien who is the Chairman of the City Council.

Mr. Ken Carney said when you think of a facilities study (he passed some information to the board members) an example was one page out of the high school over at Westbrook. A study was done of all the equipment in this particular case; the HVAC equipment with the model numbers, inventorial equipment and that creates a plan to be able to maintain this equipment based on the manufacturer's specifications. You rate the condition, note location, life span, how long it has been in service and what it would cost to replace in today's dollars and tomorrow's dollars. The result is you are able to come up with a reserve capital plan to put money aside to replace this equipment so we are not waiting for a boiler to blow up and pay much more money to address it. You can look at some systems (ex. Central Air System 12 years old and a new system is \$8,000) and say we are actually spending more money per year to maintain this piece of old equipment than it would cost to buy a new piece of equipment over a few years; the payback might be 6 or 7 years. If you factor in the energy efficiency of that new equipment it is actually cheaper to buy that new equipment. If you do this for the entire school (Westbrook Elementary) and look at everything windows, roofing and flooring and it is put into a report this gives you a blueprint to work on your facilities over a 5, 10 or 20 year period. You have a manual to maintain these buildings and not deal with everything on an emergency basis. The particular example he was discussing cost about \$18,000. Rob asked for this one school. Yes.

Neil said Ken and he brought someone in last year to start talking about that and we were trying to get what it would cost for one school just to get an idea. I want to say it was an easy \$20,000. A further discussion ensued. Ken stated you can justify those numbers by gaining the information and over a short period of time you make that money back by replacing things before they become much more expensive to be addressed on an emergency basis.

Rob said all the stuff we get from the schools can be put into an I Pad or some type of software I suppose. Ken Carney said yes once the study is done. You can also drive your

insurance deductibles based on these studies. Right now you have a serious issue in this town with a \$50,000 deductible. When the Washington boiler went down the insurance company wanted to use the deductible for the sprinkler head as one deductible and a second deductible for the boiler. We convinced them to have one deductible. For a \$100,000 job we got back \$52,000 or \$53,000. If we had a report on Washington School maybe we would say if those boilers are 52 years old maybe it is worth having a \$10,000 deductible. Once you get this information you can expand it into other things and it really drives how you look at these things.

Sean Maher asked if this is just a major equipment assessment. Ken Carney said this is everything windows, doors, roofing, electrical equipment, hot water, sewage equipment exhaust fans, boiler, heating, HVAC equipment etc. Rob said we are not talking about everyday maintenance. Sean said but it is only the larger equipment; any assessment that you are doing for \$20,000 a school isn't going to come down to the minor equipment in the school. Rob asked what is minor. Sean said heavy duty office equipment and things like that. Ken Carney said office equipment isn't an issue and technology wouldn't be in there typically. Rob said technology wouldn't be in there? Neil said the issue with technology is that you don't want to bond beyond the life span. Rob said but all the schools are hardwired. Neil said that is an issue. Ken Carney said in his opinion a facilities study is not what you want for smart boards and things like that but what you need in order to run that facility as least expensively as possible. Al stated you need to address your technology equipment and infrastructure and technology should be in a short term five year funding plan where major construction is more 20 years. You need that to be part of your capital budget so you are dealing with technology but it is separate from your needs assessment and the equipment that is breaking down.

Neil said he thinks it is important and that is my advertisement as to why we should move forward at the new high school. If we build a new high school that is all included in that. Al said absolutely and it is all reimbursable to the tune of 78%. Rob stated then we wouldn't have to do much there for the next 20 years. Ken Carney said if you put a new computer room in the new high school for 22% but if you put one in today it will cost you 100%. Rob said this is something that we have to get on I think.

Rob said our maintenance budget has been cut. In the article we discussed it said if you don't do the maintenance now it will cost more down the road. There was an article called School Improvement Grants Programs which talks about money that the Feds give to us for construction or renovation am I correct? Al stated yes there is the grant and I'm sure the governor will change this. There is a department at the state called the Bureau of School Facilities that could end up under the department of public works in a reconfiguration because he is trying to reduce departments. They assess the needs of the city and that is why you are getting 78% where Trumbull gets 31% and Stamford gets 28%. New Haven gets the maximum 80%; they used to get 90%. There are federal grants available with the clean energy bill you can get money for solar panels etc. If you were to go out and buy solar and put it in the payback is 20 years; it is not a cost effective thing to do but if you get federal and state grants associated with it and get 70% from the state

now solar makes sense. There is no better source of free money than state reimbursement at this point.

Dorinda asked if power windmills to generate power for the high school would be reimbursable. Yes everybody loves those clean energy projects but unless you are getting federal and state reimbursement money...Dorinda said you wouldn't get that for something like this...you can but there is a lot of competition. A further discussion ensued.

Neil said when you get a grant it comes off the top from what you are reimbursed. Rob talked about prevailing wage and anything over \$100,000 you have to pay prevailing wages and they want to increase that from \$400,000 to 1.5.

Rob asked where we go from here.

It was suggested to have the facilities manager put out to bid a facilities study and get some numbers, they will set up the guidelines, when those numbers come back you decide if you have the money to invest into a facilities study. Until it goes out to bid it is all guess work. Rob asked Al how to do the needs assessment. Al stated the facilities study is to hire a company that will do the needs assessment. You need to do a space utilization coupled with the needs assessment. There are companies that do this CREC, EMG, Savin Engineering etc. He will bring Rob samples and show some examples of space studies and you can decide what detail you want and we will put together an RFP and put it out to bid. We set up a building committee meeting and interview and then choose the company we want. If you can get it funded then you move forward. If the funding doesn't come forward we can't do the space utilization study and the needs assessment. A further discussion took place about an amazing plan in Stamford which cost \$200,000 that is used in their budget and for their city committees.

Neil thinks we should move forward; it doesn't cost us any money. I think it is important ammunition to have. We have to be able to say when you go to the city you have to start listening to us. Most of our issues have been emergency situations and that has been a real issue in my three years. Then as soon as we get the RFP we come back to you and have board members sit in on it.

Rob said then we will get this started ASAP because my vision here is to put a number behind all this stuff and say to the council we need two hundred million dollars for the next ten years.

It was decided that Neil, Joe Falzone and Al Barbarotta from AFB, and Ken Carney from the Building Oversight Committee will research RFP's for our facility study and needs assessment and report back to the Board of Education.

Al will bring the RFP's back to next month's facilities meeting. Rob would appreciate this.

Rob thanked everyone and began a discussion on the usage of the Blake Building, Stiles and Washington School.

Neil stated that we were told by Beth Sabo that her recommendation is to close Stiles because there were issues with boilers and some other things. Rob said those kids from Stiles are now at Molloy yes. Sean asked if Stiles was costing us anything. No Stiles is not costing us anything the city is responsible for the heat, water etc. Rob said we have closed Thompson and we have Molloy and the Blake Building. We have to formally vote to give the schools back to the City. Neil gave all the board members a copy of the statute last summer and I checked with Floyd as to what the motion should include or if there is anything we should specifically say. Dorinda asked if it has to come under facilities and then go to the full board. Neil stated he had put it on the agenda for this board meeting but if you weren't ready for a vote there is no harm or foul; it doesn't hurt to have it on the agenda. Rob was hoping to have a board discussion. Neil said it will be on the next agenda. It is ready for you to proceed. It was agreed to keep it on the agenda for the next time and have a round table discussion before the vote to give Stiles, Thompson and Blake back to the City. We could then have a discussion on what we could do with Molloy; I know there is stuff there but I have some ideas.

Dorinda asked if they wanted to talk about her presentation regarding farming at Molloy. Do you want to talk about this under facilities or during a full board meeting? Rob is a gardener and thinks it is a great thing. Sean thinks it is worthy of the entire board looking at it. Dorinda said in order to move forward we have to know that we are keeping Molloy so it originally does come under facilities. Sean stated Molloy is not even in the mix. Dorinda wants to make sure as there have been no discussions about doing anything with Molloy. Neil has had no discussion about Molloy. He said the only thing the board can do if it is not being used for education is to turn it to the City. At this point we have as good a set up as we could possibly have there and we are making good use of it. Sean said it is definitely being used for education. Dorinda asked how old the children were that are there. They are kindergarten kids from the Community House and they are on the first floor. Dorinda said nothing is on the second floor? Correct there are no kindergarten classes on the second floor they use homebound on the second floor. Sean said what he is getting at is that the Community House and homebound using it makes it an educational facility. Neil said the way he understands it now is that unless the board has a formal vote it is in the Board of Education's control and we are using it.

Rob said there was one more thing he wanted to mention because of the situation we are in with litigation or possible litigation is obviously that the 5 year plan assessments would be ADA Compliant. That is a big thing. Neil said on that particular issue; the ADA compliance issue the BOE has not been noticed that went straight to the city. It is right now a city issue and being handled by the city we have never been noticed. He knows it exists but he has never seen it. Rob was a little perturbed about the article in the Register in regard to us not looking at it. We have discussed it. Neil said that is his point he thought we did what we were supposed to do. Rob wants this to definitely be a part of our Five Year Capital Plan. Rob wants to be able to say to the Council in a year or two and say this is what we need, how are we going to do this, this is what it will cost us if we

don't do stuff like this and be able to quantify that. We need to address that. Dorinda said won't this be part of the RFP that we would put out to bid for us to know what ADA compliance we have. Absolutely it will be part of the bid. Yes. You will use this plan to develop your capital plan. You will look at use of the building, asbestos and anything that could be a safety issue all this is taken into consideration; one of the first things is ADA compliance. Neil asked if it would depend on what your recommended use is going to be and do you have to state this is what I am thinking of using this building for and then that would be factored into making the plan? Yes. Rob asked if the future growth of the area surrounding the schools (room for more housing which could equate to 15 more kids) is that something that could be intertwined. Neil said all this is all factored into projected enrollment.

There were no other questions or comments.

Rob Saley asked for a motion to adjourn the meeting. Sean Maher made the motion to adjourn the meeting and seconded it. All board members present were in favor.
The meeting ended at 7:20 PM

Respectfully submitted,

Marylou Amendola
Board Secretary