

TOWN OF WILLINGTON

Capital Improvement Committee

40 Old Farms Road
Willington, CT 06279

Regular Meeting
Hybrid — In Person and Online

February 14, 2024
7:00 PM

Committee Members in Attendance:

Christina Mailhos, Chairman – In person
Stuart Cobb – In person
Jennifer Goodale – In person
Melissa McKinnon – via Zoom
Peter Tanaka, First Selectman – In person
Stephanie Summers, Board of Finance Delegate – In person
Donna Latincsics, Business Manager – In person

Members of the public were also present in person and on Zoom including Phil Stevens, Superintendent of Schools – In person and Bruce Lawler, Chair, Board of Finance – In person

Committee Members Absent: Jim Bulick; Karen Ann Caldwell; James Marshall

1. Call Meeting to Order

Ms. Mailhos called the meeting to order at 7:09 PM.

2. Present to Speak - none

3. Approval of Minutes

a. February 7, 2024

Ms. Summers motioned to approve the minutes of the February 7, 2024 meeting as amended.

Mr. Cobb seconded the motion.

Discussion:

Edits: Present to Speak: Strike "Trevor Gantick, Willington FD#1" from bottom of list of those in attendance [previously listed correctly] ;item 2B, CIP 22-13, 1st sentence, add "planning" after "building"; item 2B, CIP 22-18, 2nd paragraph, add "now" to the end of the sentence; item 2B, CIP-116, add, "Ms. Mailhos asked if they considered moving this to year 1 given the overnight staffing housed there now that Station 13 is out of commission."

All in favor. Motion passed unanimously.

4. Project Presentations by Department

a. Board of Education

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Superintendent Stevens reviewed the submitted Willington Board of Education Capital Improvement Projects List.

Center School (* indicates priority project)

- Bus Entrance Stair Replacement (submitted December 2023)
- Paved Upper Parking Lot (submitted December 2018)
- Roof replacement (Lower, Middle, and Gym Roof), (submitted December 2023)*
- Solar panels (submitted December 2023)*
 - The OSCGR suggests doing solar when doing a roofing project. If done at the same time as the roof, reimbursement is available. Ground panels are not reimbursable.
- Chimney repair/repointing (submitted December 2023)*
- Brick repointing (30%, 10% repair) (submitted December 2023)
- Canopies Over School Entrance (submitted December 2023)
 - Sample provided, long term consideration.
- Window Replacement: Upper Wing (submitted December 2016)
 - Materials are not reimbursable via OSCGR; labor is reimbursable.
- Window Replacement: Lower Wing (submitted December 2023)
- HVAC Owner's Project Manager and Evaluation (submitted December 2023)*
 - An evaluation is required for the grant application and engineering will likely be needed as part of this process as well.
- Air Conditioning (submitted December 2018)
 - Legislation discusses 68°- 80° as a future requirement.
- Ventilation (submitted December 2023)*
- Heating Overhaul: Upper Wing (submitted December 2017)
- Playground: Poured Rubber Surface (submitted December 2018)
- Playground Equipment (submitted December 2023)
- Whole School Generator (submitted December 2016)
- Double Vestibule Entry (submitted December 2023)
- Clock System/PA/Security Strobe (submitted December 2019)
- Classroom Shades (Submitted December 2023)
- Fire Protection (Sprinkler System) (submitted December 2023)
- Plumbing Work, Classroom Sinks, Cabinets (submitted December 2020)*
- Bathroom Upgrade (submitted December 2023)
- Oil Tank (by 2028) (submitted December 2023)
 - Believed to be reimbursable.
- Septic Field (submitted December 2023)
- Entrance Doors (9) for ADA Compliance
- Building Bumpout for New Hydraulic Elevator (submitted December 2023)
- Carpeting (submitted December 2023)
- Stair Treads (submitted December 2023)
- Floor Tile and Asbestos Abatement (submitted December 2023)
- Acoustical Ceiling Tile System Replacement (submitted December 2023)
- Electrical Update (submitted December 2023)
 - Requires consideration if doing a solar project.

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- CES Light Fixtures (submitted December 2023)

Hall School Priorities, * indicates priority projects

- HMS – HVAC Owner’s Project Manager and Evaluation (submitted December 2023)*
 - Same concept as at the Center School.
- HMS – Ventilation (submitted December 2023)*
 - Engineering will be needed.
- HMS – Air Conditioning (submitted December 2023)
- HMS – Library Air Conditioning (submitted December 2023)
- HMS – Air Handling Units: Attic (submitted December 2019)
- HMS – Unit Ventilator Replacement (submitted December 2018)
- HMS – Boiler Replacement (submitted December 2017)
- HMS – Front Entrance Stairs (submitted December 2023)
- HMS – Sidewalk/Landing Ramp Replacement (submitted December 2016)
- HMS – Pave Parking Lots (submitted December 2019; previously chip seal December 2016)
- HMS – Bus Loop and Reorganization of Rear Lot (submitted December 2023)
- HMS – Roof (All Sections) (submitted December 2023)*
- HMS – Solar Panels (submitted December 2023)*
- HMS – Brick Repointing (25%) and Repair (5%) (submitted December 2023)
- HMS – Canopy Over Gym Entrance Sidewalk (submitted December 2020)
- HMS – Window Replacement (submitted December 2023)
- HMS – Window Caulking (submitted December 2023)
- HMS – Double Vestibule Entry (submitted December 2023)
- HMS – Clock System/PA/Security Strobe (submitted December 2023)
- HMS – Classroom Shades (Fire-Retardant) (submitted December 2023)
- HMS – Fire Protection (Sprinkler System) (submitted December 2023)
- HMS – Plumbing Work (submitted December 2022)*
- HMS – Bathroom Upgrade (submitted December 2023)
- HMS – Classroom Sinks, Plumbing, and Cabinets (submitted December 2023)
- HMS – Septic Tank and Leach Field (submitted December 2023)
- HMS – Elevator Modernization (submitted December 2019)
- HMS – The Floor Replacement and Asbestos Abatement (submitted December 2020)
- HMS – Stair Treads (submitted December 2023)
- HMS – Carpet (submitted December 2023)
- HMS – Paint (submitted December 2023)
- HMS – Gym Curtain (submitted December 2018)
- HMS – Locker Replacement (submitted December 2016)
- HMS – Acoustical Ceiling Tile System Replacement (submitted December 2023)
- HMS – Electrical Upgrade
- HMS – Light Fixtures
- HMS – Whole School Generator
- HMS – Library Plaster Repair

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Additional notes:

Superintendent Stevens noted that when he speaks of HVAC, he is referring to all heating, ventilation, and air conditioning. The number submitted is a placeholder.

Superintendent Stevens reviewed the Willington Board of Education CIP Funding Request: The request for Year 1 of the plan (2024-2025) is \$1,500,000 (minimum) with \$1M each year after.

When the Superintendent applies for a grant through OSCGR there needs to be enough money in local funding available. Payment is needed upfront and is then reimbursed. The priority is to be able to apply for grants. While they could have applied for the roof project and solar for the summer, not doing the HVAC at the same time would be an issue because it would void the warranty on the roof, and they would risk losing funding from the state. Thus, the Superintendent is advocating for all of the funding so they can do the HVAC at the same time as the roof replacements and solar. While they could potentially do one building at a time, Superintendent Stevens is unsure if it could be done from an HVAC standpoint with the grants and noted that the state is looking for shovel-ready projects. He reviewed the timeline of the grants and noted that the numbers presented are estimates. The average cost for HVAC grants to other districts in the last round was \$2M. These projects could be more, but they will not know until the study is done. Superintendent Stevens commented that the \$1.5M may not be enough. If \$1.5M is not put in, they can say that something will not be done. The BOE may start by taking out solar and focusing on roof replacements and HVAC.

Ms. Summers asked if \$1.5M is enough to put aside for one school or both. Superintendent Stevens explained that with the \$1M and \$2M estimates it is approximately \$2.3M. If the projects are over \$1M and \$2M, there will not be enough money. The challenge is if HVAC becomes non-reimbursable, the town will have to pay 100%. Currently, it is said to be 63% reimbursable. Ms. Mailhos asked if \$6.3M would need to be appropriated before reimbursement. Superintendent Stevens confirmed with Ms. Latincsics that they budget the amount the town would have to pay. In this case, it would be \$2.3M. He noted that the current School Improvement Project Balance is \$1M minus \$30K that was spent on the study. If \$1.5M is added, they could potentially do all of the projects. Depending on the professional recommendation, they may be able to do the roofs in the summer of 2025 as long as everything has been planned; however, the state may say to do it all in the summer of 2026.

Mr. Cobb asked about the economics of solar panels. Superintendent Stevens noted that the number is an estimate, and a study will be needed.

Ms. Summers asked if the question that goes to referendum or the Town Meeting is the 100% value versus the town's share even if it is a renovation. Superintendent Stevens noted that it is the 100% value, and a marketing plan will be needed. Ms. Mailhos noted that the reimbursement rate is usually included in the motion. Ms. Mailhos asked if the \$6.3M is needed from a cash flow perspective. Ms. Latincsics believes only the net amount needs to be in the account unencumbered. It was noted that the full amount is

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not being paid all at once. When an item is completed, payment is made, and then the town is reimbursed and has the funds for the next bill. Superintendent Stevens noted that they would not necessarily need \$6.3M at once but the buffer in the \$2.3M may not be enough. Ms. Mailhos commented that if the project is Summer 2026 and they do \$1M/year, by 2026 there will be at least \$3M in the school building account. Superintendent Stevens explained he is concerned about the HVAC grant if it is done this way. The roof projects are on a rolling basis and can apply during any month as long as he has the updated pricing and plans.

Ms. Summers commented that the way the referendum question is structured, nothing states that the town will not be paying the sticker price would back away from the project if the town is unable to be reimbursed. She noted that this is not as pertinent in regard to the schools since this work needs to be done.

Superintendent Stevens explained that when they apply to the state, the professional cost estimate has already been completed and is reviewed. When the bids come, if they are substantially over, they need to explain why. Typically, vendors know the number they need to submit to be competitive.

Mr. Cobb asked if the bulk of the projects listed need to be done during non-school hours. Superintendent Stevens explained that it depends on the project.

Ms. Mailhos confirmed that the request is for the Committee to put in \$1.5M for the coming year. She asked what the request would be for the following year. Superintendent Stevens responded that he believes it would be less. From the standpoint of costs, unless there are major structural changes with bathrooms or an operational lift, he does not believe it will be \$1.5M after the coming year. Ms. Mailhos asked about bonding. Superintendent Stevens noted that he has discussed what would make the most sense with Ms. Latincsics. He would not want to answer the bonding questions until information about cost comes back from QA+M.

Superintendent Stevens noted that he will provide any updates on pricing to the Committee as soon as they are received.

Ms. Summers noted that at the last meeting there was a question posed during Present to Speak regarding how the CIP Committee sees the plan to ramp up \$1M+ for subsequent years. Ms. Mailhos explained that \$1M was put into each of the 5 years last year. If it is increased, it would be an increase to the CIP. If kept the same, it would not create a percentage increase. Ms. Summers commented that an idea is that perhaps it should be increased because the group of capital needs is so great. Ms. Mailhos noted that accommodating the \$1.5M request is an increase and she was going to recommend increasing it by \$250K every year to ramp it up. Last year, they did not know what it was going to be and that is why it was called the "shock absorber" plan (to take the tax increase edge off possible bond payments or building project expenses) what would be upcoming. They will review the entire spreadsheet next week as well as the timing of the projects.

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Ms. Summers commented that in terms of conversations regarding the fire departments, there needs to be an understanding of the in-town calls and their density, time of day, and who responds. She believes the older studies did not focus on some information. Ms. Mailhos noted that a case would need to be made to the Committee and the town. The Committee then needs to figure out how to pay for it. Ms. Goodale noted that while she does not know a lot about the fire department items, she wants to advocate for what is best for the town. She needs to have all the information.

Ms. Summers commented that five years is not enough in terms of longer-term planning for hard infrastructure for the town. There needs to be a longer look. The town has old buildings that are in decline. She asked if they should recommend that the Board of Selectmen put in place a strategic planning group for long-term planning. The CIP Committee is advisory to the Board of Selectmen and is not a strategic planning group. The EDC wants to do a strategic plan and it would be crucial that they have a seat. Ms. Summers believes there is an energy to do this. She suggested having a further discussion on this after the CIP process. Ms. Goodale noted that the CIP Committee provides recommendations on budgetary items and could also make a recommendation for discussions on longer term planning.

5. Adjourn

Ms. Summers motioned to adjourn at 8:43 PM.

Ms. Goodale seconded the motion.

All in favor. Motion passed unanimously.

Respectfully submitted,

Lisa Pascuzzi

Lisa Pascuzzi

Recording Secretary

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WILLINGTON, CT.
2024 FEB 20 A 8:25
[Signature]
TOWN CLERK