

Capital Expenditure

Meeting Minutes

Wednesday, March 11, 2015

6:30pm Clifford B. Green Memorial Center

Present: Joe Voccio, Rick Ives, Andrew Dionne, Robert Rossi, Hans Koell, Michael Gaudreau, Felix Ramos, and April Blymiller; Recording Secretary

Arrived Late: Robert Kelleher (6:55pm)

Left Early: Michael Gaudreau (left for Parks and Recreation Meeting at 7:02pm); Rick Ives and Felix Ramos (left for Fire Commissioners Meeting at 7:20pm)

Also Present: Dr. Berry, Tony, Kevin from Hughes Associates, and WINY Radio

- 1) **Call to Order:** Joe Voccio called the meeting to order at 6:30pm.
- 2) **Approve Previous Minutes:** Andrew Dionne made a motion to table the minutes until the next meeting so that everyone would have a chance to read them. Rick Ives seconded the motion. No discussion. Motion passed 6-0.
- 3) **Public Comment:** None
- 4) **Review of Capital Requests:**

Review of Fire Alarm Request

- Dr. Berry, on behalf of the Board of Education, hired Hughes Associates to make a study, draft specifications for the update of the fire alarm system, and handle any bidding/contact administration that was a part of that proposal. The report is attached to the minutes.
- **Summary** - Kevin, from Hughes Associates, give a brief summary of what the company has done so far on this project: **1)** Evaluation of fire alarm system: the existing system is past its life support, meaning that parts are not available anymore and support is very limited on the existing panel. Hughes Associates recommended a complete replacement of the system. **2)** Then they took the code requirements from the State for fire alarm and added those to the evaluation. The schools told Hughes Associates that they would like to have an interface between the two schools so that if something was happening at one school, the other would be notified. **3)** They put together a rough cost estimate of what the project would cost; without having an actual lay out of the system, it is difficult to have a good grasp on what the estimate would be. When Hughes Associates was doing their code research after the evaluation, they realized that the interface between the two schools was significantly higher than what they had expected, which is why the bids were higher than they estimated. They received only two bids; the low bidder, Fire Suppression Systems Group, tries to keep their bids with the scope of the whole project. Kevin said that Hughes Associates went over the numbers and believes even if the project went back to bid, the Town would not get a better number than the current low bid.
- **Prices** - Rick Ives asked how much the interface between the two schools played a role in the large gap between Hughes Associates estimate and the low bid, approximately a \$127,260.00 difference. Kevin responded that it is hard to make a good estimate until the design is in place; without having a design, Hughes Associates has to base their figures on a walk through, which does not let them know how many smoke detectors, notification devices, etc. they need. Once they have a design layout completed, Hughes Associates likes to carry a \$400-\$600 price for each part for the building; that includes

the price for the part, installment, labor, and materials. Once they backed out the numbers afterwards, they realized that there was significantly more equipment going into both of the schools.

- **Fire Sprinklers** - Robert Rossi asked if fire sprinklers are included in the evaluation. Kevin answered that right now it is just the fire alarm upgrade only. Rick Ives inquired if the sprinklers will have to be installed in order to be brought up to code. Kevin said, in his opinion, it is not going to trigger it right away, but keep in mind that it will have to be fixed at a later date. Robert Rossi wanted to clarify that this will not trigger an update for the sprinklers system. Kevin stated that it is a possibility that they will be asked, 'when are you going to do this,' but most likely will not hold up the alarms for the sprinklers; he will get more information. Requirement for sprinklers in schools is not a State code, but it is needed for safety.
- **Bids** - Joe Voccio inquired how many companies were invited to bid. Kevin replied that it was advertised in the newspaper for a week and a half and invited four firms that they have worked with in the past. The low bid came from the outreach and the higher bid came from seeing it in the newspaper. Joe Voccio wondered why more companies did not bid. Kevin said it was because of the mandatory bid walkthrough. Also the higher bidder is not an installer, they just supply the materials and the program associated with the system. They were not able to find a subcontractor to go through the walkthrough with them, so they bid high, since they typically do not bid and they were going to use more expensive equipment. Another firm that Hughes Associates invited landed a large project in Rhode Island and were worried about having enough manpower. Rick Ives wondered if there was enough coverage in Connecticut. Kevin said yes there was enough coverage, but there are not enough large firms in Connecticut that are able to handle this type of project. Rick Ives asked if rebidding would be worth it. Kevin stated that Hughes Associates talked about going to rebid, but they feel it is not really worth it. The whole process took 30-45 days (advertised in the newspaper for a week and a half, mandatory walkthrough, and time to create the bid).
- **Manufacture** – Andrew Dionne asked about the FCI manufacture and its maintenance. Kevin responded that it is open to multiple contractors; tests and maintenance can be done by any company. Parts are largely available and it is a large company; so they are not going anywhere in the foreseeable future.
- **Other Questions** - Joe Voccio asked if there was a rebid, could anything be changed to lower the project amount. Kevin said that with fire alarms, it is what it is; everything is to code and no more, nothing can be taken away. Joe Voccio commented to the Committee that it may cost more in dollars and time to rebid, but there is no guarantee of any savings and the current low bidder may not be available or bid higher.
 - Joe Voccio also asked if working off current low bid of \$387,260.00, what extra amount the Committee should consider carrying for the project. Kevin stated that the testing and maintenance fees are not a part of the contract; those extra fees would come after the installation and those can go to bid. The bids include the fees for getting the fire alarm system approved.
 - Joe Voccio asked if they anticipate any drilling in the walls. Kevin said there would be some openings in wall, but minor cutting and patching jobs. They would be responsible for any ceiling tiles that might be damaged too. Joe Voccio mentioned that there were some issues in the past with drilling the walls in the gym and the

Committee might want to add some extra money in the project to cover the extra that the drilling might accrue to cover for environmental testing. Kevin will look into the situation. (Robert Kelleher arrived.)

- Tony mentioned that he likes that it is an open system; it costs \$500 each call to Simplex to try and get something fixed. Kevin said that Simplex has a good installation price, but make their money through testing fees.
- Joe Voccio said that everyone wants this project advanced quickly as possible and the next step would be to get the Selectmen's approval for it to proceed to the Board of Finance. Andrew Dionne made a motion that the Committee recommend to the Board of Selectman to move this bid to the Board of Finance for consideration to go to a Town Meeting. Rick Ives and Robert Rossi seconded the motion. Discussion: Andrew Dionne is happy with the explanation for the amount differences and for the Committee to keep the sprinklers in mind for a later time. Joe Voccio amended Andrew Dionne's motion to leave the amount open in order to add any extra fees/costs that might happen. Motion passed 7-0 to advancing this project to Board of Selectman and Board of Finance.
 - Dr. Berry would like to have Kevin at the Public Meeting to answer any questions that might arise. Joe Voccio will let her know when the meeting is scheduled.

Board of Education Request

- **Rose Wing Roof** – this project was approved last year, with extra in case of price increases or extra installation.
- **School Phones** - \$26,000.00 – The phone system is 26 years old and the replacement of 136 cards is \$40,800.00. Each card has a cost of \$300.00; a new system will cost \$26,000. Parents would be able to speak directly with teachers to discuss issues with teachers/administration. At present if a teacher does not have a card replacement, the classroom phone may not be working. This would be a savings for the school.
 - Joe Voccio asked how many cards a year the school goes through. Dr. Berry did not have the information available, just that phones are not working.
 - Rick Ives asked if any there were any thoughts given to the phones being tied into the security system. Tony said that he contacted CCAT (Connecticut Center for Advanced Technology), to create better system for the same amount; instead of analog phones it would have digital phones with hands free speakers, all page, and be able to lock down the school through the phone system. Also they would upgrade the wiring that needs to be done and would be able to install cameras during that process. It is a system that the schools can grow with and it is an open platform system. Rick Ives likes how it sounds since it is an upgraded system than what was proposed with the key cards and told Tony to get the numbers since it covers a couple of proposals (security, phones, and cabling). Joe Voccio said that it might be cheaper to have all the projects together and state of the art rather than three separate projects. It would be good to have the numbers both ways, to see what they savings will be.
 - Andrew Dionne made a motion to table the three items (phones, security, and cabling) until the Committee receives Tony's numbers. Robert Rossi seconded the motion. Motion passed.
 - Tony will have someone from CCAT come in to answer the questions of the Committee.
- **School Fields** – \$30,670.39 - Dr. Berry stated that the fields need a lot of work and the whole community use them. Matthew Lohbusch has tried to keep the price down.

- Backstop and fencing - \$26,170.39; Bases, plate, and rubber - \$1,500.00, Infield clay (estimate) - \$3,000.00
- Andrew Dionne made a motion to table item until the Parks and Recreation proposals are presented. He also mentioned maybe they would want to consider the rest of the fields. Joe Voccio will ask Matthew Lohbusch to get the prices. Rick Ives seconded the motion. Motion passed.

5) **Other Business:** Andrew Dionne asked if there were any other Capital requests. Joe Voccio said that they only have what they have so far; Committees are still meeting. The next meeting, the Committee will go over Parks and Recreation projects. Joe Voccio has been requesting accounting information for the Board of Finance.

6) **Set Next Meeting Date:** Joe Voccio will let the Committee know when the next will be. Tentative date is Monday, March 16.

7) **Public Comment:** None

8) **Adjourn:** Andrew Dionne made a motion to adjourn the meeting at 7:35pm. Robert Kelleher seconded the motion. Motion passed.