

Town Of Longmeadow, MA
Capital Planning Committee
Meeting Minutes
December 8, 2004

The capital planning committee met on December 8, 2004 for its fourth meeting of the Fiscal Year 2006 planning cycle. In attendance were members:

Mr. Steven Gelling Mr. Mark Gold
Mr. Michael Giampietro Mr. Roger Cloutman Mr. Roger Wojcik

Mr. Mr. Nicholas Katsoulis was not present

Also attending were:

Mr. Suresh Samant – Finance Committee Liaison
Ms. Laura Bertelli – School Committee
Mr. Thomas A. Caliento – Interim Business Manager, School Department
Mr. Steve Kerrigan – Facilities Manager, School Department
Mr. James Nittoli – School Committee
Ms. Melinda Cropsi – LHS Parent Advisory Committee

Mr. Nittoli informed the Capital Planning committee that the requests being submitted for consideration had not yet been reviewed and approved by the School Committee. Such a review was scheduled to occur on December 13th at the next scheduled School Committee meeting. Mrs. Bertelli noted that there may be NEASC mandated capital items that are not represented on this list. NEASC items will be considered during the School Committee's review. Mr. Gold indicated that any revisions to the priorities (or to the list itself) need to be submitted to the Capital Planning Committee before the end of January.

Prior to the meeting, Mr. Caliento submitted the School Department's capital program that consists of items that would require a total appropriation of \$3,153,100. At this meeting he presented only the top seven requests as prioritized by the business manager with the support of Mr. Kerrigan and Fran Boudreau, the retiring facilities manager of the school department. These top priority items on his list were reviewed in detail. These requests are as follows:

Request SD-1: Glenbrook Boiler - \$50,000

This request is to supplement the \$74,000 appropriated for FY05 but not spent. The bids that were returned for replacement of the boiler all came back at a level of \$125,000 rather than the expected level of \$74,000. Upon review, it was determined that the bid package over specified what was required to provide secondary boiler capabilities. The bid package was re-written and the bids on this revised specification will be opened on December 16th. Note that this boiler was an original (1965) part of the building. The job requires approximately \$18K in asbestos abatement and removal of the old boiler. The boiler replacement is expected to improve the efficiency of the boiler from 70% to 85%. The committee asked that they be informed of the range of the mid-December bids soon after the bid opening date.

Request SD-2: District wide ADA compliance request - \$32,500

Mr. Caliento requested \$32,500 for several miscellaneous ADA (handicap accessibility) compliance projects. The committee requested that Mr. Caliento supply a detailing of the projects that will be completed and the cost estimate of each.

Request SD-3: Structural Engineering report: \$10,000

The school department facilities group has identified two structural problems that need investigation. A wall in the Williams Middle School Tech room has a large crack that may be a major structural defect. The West wall of Longmeadow High School is bowed and pulling away from the structural supports. The school department is requesting funds to conduct an engineering study on these structural defects to determine the extent of the problem.

Request SD-4: Williams Middle School Tech Room cracks – Requested \$50,000

This request is a “plugged” amount for the repairs to the middle school. The extent of the required repairs would be determined by the engineering study requested in proposal #3

Request SD-5: Center School Carpet Replacement – Requested \$75,000

Mr. Caliento requested the appropriation of \$75,000 for the replacement of carpet in 30 rooms at Center School (\$2,500 per room). These carpets were installed in 1997. The carpeting is installed on plywood and the request would replace the plywood and carpet with an alternative flooring material (tile).

Request SD-6: Enclose classrooms at Glenbrook Middle School – Request \$60,000

These funds are requested to modify the Glenbrook School’s “open classroom” configuration. The classrooms on the library level are currently “open” to the hallways, separated from the hallway only by five-foot high row of wooden lockers. These funds would provide materials to enclose five classrooms with floor to ceiling walls, install new lockers, and replace the main hallway carpeting. Labor would be provided by the School Department maintenance group.

Request SD-7: Repointing and Sealing the High School – Requested \$80,000

This request would cover the repairs to LHS identified by the requested structural engineering evaluation (SD-3). As with item SD-4, the amount requested is not well defined and may be far greater than or far short of the actual funds needed to affect these repairs.

In addition to these seven items, Mr. Caliento informed the Capital Planning committee that there had been a scope change on the HVAC project at LHS that was approved for the current year. Instead of using a roof-top HVAC unit to ventilate the music area, the facilities group determined that the use of an external compressor system with internal (wall mounted) blowers would provide the same HVAC relief at lower cost. Bids on the roof-top system for which \$25,000 was requested and appropriated came in at \$108,000. As a result the system was respecified to two 25K BTU wall mounted units with a single external compressor (a split ductless system). This system should be able to be installed for an amount at or below the \$25K that was appropriated. The Capital Planning committee unanimously agreed that this “scope change” should be implemented since it met the project authorization given at the May, 2004 town meeting.

The remaining 39 capital submissions were (with requested amounts):

SD-8: WMS Energy management system:	\$85,000
SD-9: GMS Energy management system:	\$85,000
SD-10: WMS Sidewalk repairs, phase II:	\$42,000
SD-11: WMS Classroom furniture:	\$25,500
SD-12: GMS Classroom furniture:	\$25,500
SD-13: GMS door replacement:	\$98,000
SD-14: GMS Parking lot resurfacing:	\$38,500
SD-15: WMS Parking lot resurfacing:	\$38,500
SD-16: LHS Parking lot resurfacing:	\$87,000
SD-17: GMS Asbestos abatement:	\$104,000
SD-18: WMS Asbestos abatement:	\$71,500
SD-19: LHS Asbestos abatement:	\$50,000
SD-20: LHS Door and window replacement:	\$258,200
SD-21: WMS Door replacement phase II:	\$75,000
SD-22: WMS Window replacement – Phase I:	\$150,000

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SD-23: WMS Window replacement – Phase II:	\$150,000
SD-24: LHS Art / English area A/C:	\$95,000
SD-25: LHS Team locker room Retrofit:	\$66,000
SD-26: LHS Gym and Pool locker replacement:	\$60,000
SD-27: WMS Gym floor and improvements:	\$105,000
SD-28: LHS Carpet replacement for Library / Open space:	\$181,500
SD-29: LHS Classroom Technology upgrade:	\$107,800
SD-30: GMS: Install Partition walls – Phase II:	\$65,000
SD-31: LHS: Russell field sprinkler retrofit:	\$65,000
SD-32: ALL: Musical instruments:	\$55,000
SD-33: CTR: Replace / Widen sidewalk:	\$17,600
SD-34: WMS Kitchen Partition:	\$22,000
SD-35: WMS Auditorium Upgrades:	\$66,250
SD-36: GMS Auditorium Upgrades:	\$66,250
SD-37: CTR Paint windows and fascia:	\$92,000
SD-38: GMS Replace sprinkler system:	\$40,700
SD-39: WMS Replace sprinkler system:	\$53,900
SD-40: LHS Bathroom renovations:	\$88,000
SD-41: WMS Upgrade science labs:	\$27,500
SD-42: GMS Upgrade science labs:	\$27,500
SD-43: District: One ton dump truck with plow:	\$34,000
SD-44: CTR: New Chiller:	\$50,000
SD-45: WMS Technology infrastructure:	\$137,000
SD-46: GMS Technology infrastructure:	\$137,000

Following this presentation by the School Department, the Capital Planning Committee discussed several of these items. It was the consensus of the committee that the school department should not wait for FY05 funding to conduct the structural defects at WMS and LHS for which an engineering study was requested (request SD-3). The Committee instructed Chairman Gold to communicate this opinion to the School Department. The committee also noted its concern that the list was presented to the Capital Planning Committee two months beyond the originally requested date and had still not been reviewed by the School Committee. The presentation included several items with broadly estimated costs.

There was also discussion by the Capital Planning Committee about the extent to which the requested capital items represent maintenance items rather than new equipment or upgraded facilities. The school department continues to spend very little of its budget on maintenance. It was noted that the Commonwealth requires that institutions of higher learning (Colleges and Universities) spend 5% of their operating budget on maintenance and repair, and for-profit facilities managers allocate 2% to 3% of asset value for maintenance expenditures.

At the next meeting (Wednesday, December 15th) we will hear the capital request presentation from the Accounting Department. The meeting will begin at 7PM in the Police Community room. Also under discussion will be the options for increasing the available funds for FY 2006 by averaging future fund availability.

Submitted,

Mark Gold