

**REVISED**  
**FACILITIES SUBCOMMITTEE MEETING**  
**MINUTES**

March 28, 2017

5:30 p.m.

Ellie's Conference Room

6254 Main Street

Trumbull, CT

In attendance:

Dr. Gary Cialfi, Superintendent

Mark Deming, Facilities Director

Lucinda Timpanelli, Board Member

Paul S. Lavoie, Board Member

Jeffrey M. Donofrio, Board Member

Mike Ward, Board Member

Sean O'Keefe, Business Administrator

The meeting was called to order at 5:32 p.m. by Mr. Donofrio. By unanimous consent, it was moved to amend the minutes of January 24, 2017 meeting (amended minutes attached) by adding information about the discussion that preceded the executive session pertaining to the potential Long Hill Administration relocation. It was agreed that the notes from the January 24<sup>th</sup> meeting would be reviewed and draft amended minutes would be circulated.

Jeffrey Donofrio updated the Committee regarding the TECEC parking lot proposal, noting that at our last meeting he had emailed President of Luchs Consulting Engineer Ron Dagan to inform him that although the proposal was approved, commencement of work should not begin until a purchase order is issued. Mark Deming stated that the funds are now available as part of the paving program, and a purchase order will

be issued this week. In a response to Mr. Lavoie's question about the parking lot design, Mr. Deming stated that a request will be made to Luchs to provide us with a design and if possible, the report from Luchs will be provided at the next meeting.

Regarding the Capital Improvement Project update, there have been minimal changes since the last meeting. A request to the Town will be made to move funding from the Madison Middle School walls project to the Daniels Farm roof project allowing us the ability to do a large section of that roof and be able to install solar that we do have a ZERC for and start generating some savings. We would then build the rest of the sections of the roof in our 5 year Capital Plan. Summer Projects will begin after schools dismiss on June 20, 2017.

Mr. Ward inquired about the Booth Hill and Jane Ryan window replacement projects. Mr. Deming stated he is awaiting approval of the schematic design from the Town Council. A building committee has been established by the Town Council. A grant application will be filed with the State by June 30, 2017. We will then need to issue an RFQ and RFP for design services, followed by procurement of a contractor. This will be a 2018 Summer Project.

Mr. Deming gave an update on Energy Projects, stating that Frenchtown has been completed and the U. I. will perform testing so that Frenchtown can go live. Trumbull High School is up and running and producing power, and Hillcrest will be the next project. This work has been performed during school hours with no complaints or interruptions to school operations. Currently, energy control of 5 schools is accessed through the internet, enabling us to monitor scheduling of our schools through the office. By the end of 2017 Summer Projects, the other 4 schools will be web based also.

The Trumbull High School air handler unit is up and running, and is being monitored very closely to ensure the fail safes are operational. A check list has also been established to identify and confirm that settings have not been changed. Mr. Donofrio asked if there is a diagnosis that is continuing other than the operation, and if DTC and McQuay and Swan Associates have been responsive. Mr. Deming said they have not. In reply to an inquiry if there were any costs associated with the issues of the air handler, Mark noted there were as the air handler unit is no longer under warranty. Mr. Donofrio suggested contacting our on-call mechanical engineer and providing the specs, as built, and issue history with the hope of recouping money. Discussion ensued.

Regarding the potential relocation of the Long Hill Administration, at the March 27, 2017 Finance Committee Meeting, Mr. Lavoie requested that Sean O'Keefe, School Business Administrator, and Jeff Hackett, Manager of Technology, compose a detailed financial analysis of the potential move of the Long Hill Administration Building. A lease/buy analysis was also requested. The foregoing analyses should be available to the Finance Committee by April 18, 2017, for review and possible placement on the Board of Education meeting agenda. Mr. Lavoie stated that relocation of the building will not take place until the initial costs and long term effects on the education budget have been determined to the satisfaction of the Finance Committee and until the entire BOE has the opportunity to discuss all pertinent considerations. Mrs. Timpanelli expressed concern over the cost to move the Long Hill Building at this time due to Governor Malloy's proposed budget cuts. Mr. Lavoie stated that we have to look at the cost to move and compare them to the costs of other projects and then it becomes a prioritization issue. Mr. Lavoie requested we wait until the cost analysis is completed before making a decision. Discussion ensued. Mr. Donofrio stated that the reason for the executive session at the prior Facilities Committee meeting was to protect the BOE's interests in lease negotiations. In other words, the BOE, as a prospective tenant, should

not publicly discuss its lease negotiation strategy because such a discussion in public could undermine the BOE's negotiations for favorable lease terms.

Dr. Cialfi met with Athletic Director Mike King and representatives of various Booster Clubs regarding the THS Wellness/Fitness Room. A discussion took place regarding support from the clubs for this project. Mike also conveyed to Dr. Cialfi that with more creativity, this project could possibly take place without the need for Town bonding. A discussion ensued concerning possible funding sources and arrangements, all of which would obviate the Town's need to issue bonds in connection with the project. It was agreed that further discussions regarding third party funding sources should occur.

It was moved (Donofrio) seconded (Lavoie) to adjourn this meeting at 6:32 p.m. – motion passes.