

Joint Facilities Committee

Thursday January 8, 2026

6:00pm DPW Conference Room/Virtual

1. Call to Order

6:03pm

2. Roll Call

Present: Bethany Ouellette, Danielle Girard, Janet Cushman, Kelsey McGuire-Bruce, Zach Zannoni, Gina Cekala, Phil Kober, and Marie Pyznar.

Also present: Erik Wicander, Donald Nunes, and John Dague.

Absent: Doug Maxellon and Joe Muller.

3. Approval of Minutes – December 11, 2025

Motion by Danielle Girard, seconded by Bethany Ouellette, Marie Pyznar, Phil Kober, and Gina Cekala abstained, and the rest were in favor of approving the minutes.

4. Special Guests

None.

5. Unfinished Business

A. Transfer Station Renovation Project Change Order

Donald Nunes stated that we need to wrap up the Transfer Station Project, it was started in 2022. The project ended in 2023/2024. Donald stated that we have been disputing the pay apps for years. Donald went over the details of the change order with the committee. They finally came to a final number that we owe to Hinckley Construction for Pay App #6 for the change order items for the Transfer Station Project, and that figure is \$47,161.75. Donald stated that he believes with 100% accuracy that this is the correct amount that we owe. There were 5 DPW staff and 3 Hinckley staff working on coming to this amount. This includes the scale house foundation change, the scale house plumbing change, and the metal platforms handicap ramps. Donald explained that the goal was to use the scale as the pathway and to do that we had to pour 8-10 piers and put I-beams across to build it that way so it ended up being a substantial change.

ACTION

A motion was made by Gina Cekala, seconded by Danielle Girard, and by a SHOW OF HANDS vote all 8 members present were in favor.

6. New Business

A. PK-5 Modernization and Roofers' Impact

John Dague stated that we are looking at reducing all the existing sites in some capacity. The sites for the new buildings will be Hazardville Memorial, Prudence Crandall, Parkman, and Henry Barnard. Eli Whitney will become Eagle Academy. Enfield Street School will become a multi-use building for Central Office, Alternative Education, Adult Education, and secondary spaces for high school programs like wrestling and Buzz Robotics. There was a request to get a summary of what the town's potential liability for payback might be based on the proposed phasing of the new buildings. It looks like the Hazardville Memorial roof will have about 5 years of amortized payment due to the state totaling approximately \$560,000. Also, Barnard roof was done in 3 phases. Phase 1 and 2 will be beyond the grant period but phase 3 is being checked on by Chris Cykley because we need to find out when the date was that phase closed. Barnard could be another \$40,000-\$50,000 liability for the roof project owed back to the state.

John Dague stated that we currently have a grant commitment letter for Parkman. Typically, you have 2 years to start working on the project. It is his recommendation that the decision to go forward with the Parkman roof needs to be with the Town Manager and Town Council. With the pending referendum there is potential liability for payback to the state for the project. The payback would be approximately \$1.62 million. The total cost for Parkman roof is about \$2.91 million. If the referendum does not pass November 2026, we would technically still have time.

Eric Wicander, however, stated that the work will need to be done in the summer due to abatement regulations stating that the building cannot be occupied. Work must start by May 1, 2027. The kids are in school until mid-June. We might have to see if we can get the 2-year window extended with some sort of waiver. He said we would need to decide in the next 30 days if we are looking to do construction in summer 2026.

John Dague added that the other option would be to start minimal work during April break like the flashing or something.

Danielle Girard added that maybe we could reach out to our state reps to help us with an extension on the 2-year window.

Eric Wicander stated that he would reach out to DAS and see how firm the 2-year window is. He confirmed for Bethany Ouellette that if the 2-year window expires we would need to reapply and the reimbursement rate is not guaranteed.

Gina Cekala added that she does not think we should do Parkman now because of the potential liability in having to pay back the funds to the tune of \$2.291 million. She stated that there might be penalties like having to pay a contractor for canceling but she thinks that it outweighs having to eat the cost of putting a new roof on and then ripping it up. Nobody likes the Band-Aid approach, but we should figure out what else we can do.

Eric Wicander confirmed for Zach that we would be on the hook for design, environmental assessments, and engineering. Eric suggested bring in a roof envelope consultant to determine the condition of the roof from a maintenance perspective and give us a 5-year plan.

An air quality report was brought up. Eric Wicander stated that he did not have a third-party air sampling report. He did mention that the state is going to start requiring 3-year radon testing in all the schools.

B. Status on the Annex

Zach Zannoni mentioned that folks were talking about Alternative Education moving over to Alcorn.

Donald Nunes stated that they do whatever the Town Manager agrees to. He said that they have moved IT out of Alcorn and relocated them to the Town Hall.

John Dague added that they are looking at the space at Alcorn. They are looking at furniture-based requirements and any potential work that would need to happen to move Alternative Education over to Alcorn.

The potential to reapply for roof reimbursement if Alternative Education moves to Alcorn was discussed. We were denied the first time because not enough of the building was occupied by the BOE. In the referendum Alternative Education and the BOE offices are slated to move to Enfield Street School.

C. Current Facilities Master Plan

Zach Zannoni mentioned that in the Facilities Master Plan it lists the Annex has having 60,000 square feet of unused space. Has that number gone down in the last 5 years?

Eric Wicander shared a chart in the master plan that show the building usage of the Annex as of September 27, 2018. He stated that currently it is not even close to that many rooms open. Most of the building is being utilized now.

Zach Zannoni also pointed out that in the master plan we were going to close 60 Parsons Rd.

Eric Wicander shared that we still utilize the facility as our animal shelter. Some work like a roof was put onto the dog kennels, gutters, fencing, and some lighting was done. In the master plan the animal shelter was supposed to move over to Moody Road and DPW was supposed to connect to the Police Department with the animal shelter in the parcel in between. The move never went forward.

Danielle Girard asked if we could post the Facilities Plan on the Town Manager's Website on the Town Website for easier accessibility. Also, she inquired about possibly having it updated.

Gina Cekala and Bethany Ouellette added that we hired a company to do the master plan. It started in 2018 before COVID.

Eric Wicander added that the original scope was way over the budget that was in mind. It was value engineered down to 10 facilities. The limited 10 facilities scope was a six-figure undertaking.

Bethany mentioned that other departments within the town are making decisions that affect the master plan. We need to get on the same page.

Zach Zannoni agreed. We spend a lot of money on studies and then elected officials look at it and don't like it sometimes.

Danielle Girard stated that her biggest concern is communication between each committee.

Eric Wicander suggested adding sites to the plan, for example, Stowe. That building is set to become a town site. A joint effort between the Pre-Ref committee, the BOE, and Joint Facilities would be helpful.

Zach Zannoni confirmed with Gina Cekala that if we wanted to expand master plan to include more facilities it would go before Town Council for allocation of funds. Gina stated that Joint Facilities Committee could give the Council a recommendation.

Zach asked the committee if there is interest entertaining discussion further on this. The group consensus was that we need to focus on the school modernization referendum right now.

7. Committee Comments

None.

8. Next Meeting Date

February 12, 2026

9. Adjournment

Motion to Adjourn by Phil Kober, seconded by Danielle Girard, at 6:49pm, and all were in favor.

Respectfully submitted by,

Tina Demers
Joint Facilities Secretary