

Joint Facilities Committee

Thursday, November 30, 2023

5:00pm DPW Conference Room

1. Call to Order

5:10pm

2. Roll Call

Present: Jim Nasuta, Doug Finger, Bethany Ouellette, and Doug Maxellon. Also present were Fred Gerber, Donald Nunes, Sam D'Agostino, and Jim Guiliano.

Absent: Tim Neville, Gina Cekala, Charlotte Riley, and Peter Jonaitis.

3. Approval of Minutes – October 26, 2023

Tabled.

4. Special Guests

None.

5. Unfinished Business

A. Transfer Station

Fred Gerber shared that the cardboard compactor has been installed. The final electrical work will take place in the week of 12/4/23. The footings for the Handi-cap access ramp have been poured and the ramp installation will take place in the beginning of January.

B. Alcorn Roof Replacement

Fred Gerber stated that he was able to get the Ed. Specs approved at the BOE meeting on Tuesday. The project is still in the design phase. He has received the project manual, blueprints, and education specs. He stated that he has reviewed the project manual and sent it back to the company to make some changes. He has made a few comments on the blueprints and the Ed. specs have been approved. Once all this is approved, we will submit it to the state. We are looking at a reimbursement rate of around 35% on all the BOE spaces, hallways and bathrooms do not count. We are looking at a 35% reimbursement on about 20% of the total cost of the project. The work will be done in summer 2024.

Donald Nunes stated that Russell & Dawson is the company that got the bid for the design.

6. New Business

A. Recap/Review project status currently in progress

Fred Gerber stated that once the design is done for Alcorn, they will start the design for the Annex. This will also be with Russell & Dawson. The Police Department roof is on hold because there is a question of what we are going to be doing with that building. He stated that the school building portion of the roof referendum is also on hold until we figure out what is going on with a possible school referendum. If we do a roof on a school building and submit it to the state for reimbursement, it must remain a school for 20 years.

B. Roof Completion Status – BOE Approval

Donald Nunes stated that with Eli Whitney and Hazardville Memorial, all the physical work is done. All that is left to be done is paperwork.

Samantha D'Agostino stated that the architect has been fully paid out. The contractor has also been fully paid out. Owner's Rep has a balance of \$1,000 on each project. The retainage has been released. The town funded these projects in chunks. We need to submit an ED049R to the state with documentation supporting each funding authorization. CSG has already submitted the first payment request to the state for each roof project. It was submitted in June and the payment was received on 10/27/23. The town now needs to submit a second payment request. To submit the second payment we need to submit the 049R saying that the budget has increased.

Jim Juliano stated that CSG needs the meeting minutes of when the funding was approved. They also need the minutes of the meeting approving the minutes of the meeting where it was approved. After the second payment is submitted, they will submit an EDO 49F which will close the project out.

Samantha stated that at the last meeting we had Project Completion Memos sent to be approved, which says the BOE accepts the projects as complete.

Donald Nunes mentioned that they were approved this week at the BOE meeting.

Jim Juliano stated that we have until November 28, 2024 to submit the final paperwork to the state.

Samantha stated that the way she submits the payment requests by email to the state has changed. She said she emails the request and basically doesn't hear anything until the payment is made.

*Documents from CSG are appended to these minutes.

C. Plan and Except Calendar for JFC 2024

Motion by Doug Maxellon, seconded by Bethany Ouellette to add item C to the agenda to discuss and accept the calendar for Joint Facilities for 2024.

There was a discussion about meeting every 2nd and 4th Thursday of each month. There were a couple of adjustments made to meet a different week for a couple months where holidays fell on or near a meeting day.

Motion by Doug Maxellon, seconded by Bethany Ouellette, and all were in favor to except the 2024 calendar as discussed, 2nd and 4th Thursday's at 6:00pm at DPW.

7. Committee Comments

Bethany Ouellette asked if there is a file somewhere with all the meeting documentation.

It was agreed that Tina Demers, JFC Secretary, will attach any meeting documents to the minutes. Fred also stated that he could attach the documents to the agenda as well.

Doug Maxellon inquired and said that folks were curious if we have ever considered going out to RFP for Owner's Rep to see what is out there.

Fred Gerber mentioned that for the Alcorn roof, Russell & Dawson is the architect and project manager.

Doug Maxellon and Bethany Ouellette asked if Joint Facilities will just be a roof/pre-referendum committee going forward or if there will be more projects. Doug also asked why larger projects like the Lamagna didn't come through JFC. He

Donald Nunes stated that it is up to the chair of the committee what projects we get involved with.

The committee discussed the make up of the members of the committee. Jim Nasuta said he will bring it to the Council.

8. Next Meeting Date

December 14, 2023

The meeting can be cancelled if there is no business to take care of. 24 hours' notice must be provided.

9. Adjournment

Motion to adjourn by Doug Maxellon, seconded by Doug Finger at 6:45pm. All were in favor.

Respectfully submitted,

Tina Demers
Joint Facilities Committee Secretary

* Attachment for 11/30/23 JFC meeting

Hazardville Memorial School
68 N. Maple Street
Enfield, CT 06082
State Project No. 049-0144 RR



Project Update - 11/30/2023

OSCG&R Funding Authorization	\$1,344,020.00
Grant Commitment Letter - 3/2/2021	

Town Funding	
1/6/2021 - Original Funding	\$673,000.00
7/1/2021 - Additional Funding	\$689,000.00
7/1/2022 - Additional Funding	\$203,600.00
7/20/2022 - Additional Funding	\$48,570.00
7/1/2023 - Additional Funding	\$60,000.00
Total Town of Enfield Project Funding	\$1,674,170.00

Delta of OSCG&R Funding Authorization & Town of Enfield Funding	\$330,150.00
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Vendor	Current Budget	Paid to Date	Balance
Architect - Hibbard & Rosa	\$9,990.00	\$9,990.00	\$0.00
Owner's Rep - CSG	\$9,990.00	\$8,990.00	\$1,000.00
Contractor - Silkdown Roofing	\$1,582,233.16	\$1,582,233.16	\$0.00
TOTAL	\$1,602,213.16	\$1,601,213.16	\$1,000.00

State of CT - Payment Requests	
Payment Request #1 - Received on 10/27/2023	\$738,574.00
Payment Request #2 - To be Submitted	
Requested Amount	\$329,569.00
Reimbursement Amount @ 70%	\$230,698.30
Retainage @ 5%	\$11,534.92
Expected Payment to the Town of Enfield	\$219,163.39

Item	Project Closeout	Notes/Comments
Submit Payment Request #2	Upload to Core CT once ED049R has been approved	
Board of Ed - To accept that project is complete	Project Completion Memos sent to BOE for Review/Approval	
Submit ED049R to State	Need back-up documentation supporting each funding authorization	
Final project closeout - ED0 49F	Based on acceptance by BOE	

* Attachment for 11/30/23 JCC meeting

Eli Whitney Elementary School
94 Middle Road
Enfield, CT 06082
State Project No. 049-0143 RR



Project Update - 11/30/2023

OSCG&R Funding Authorization Grant Commitment Letter - 3/2/2021	\$1,344,020.00
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Town Funding	
1/6/2021 - Original Funding	\$673,000.00
7/1/2021 - Additional Funding	\$689,000.00
7/1/2022 - Additional Funding	\$207,000.00
7/20/2022 - Additional Funding	\$43,450.00
7/1/2023 - Additional Funding	\$75,000.00
Total Town of Enfield Project Funding	\$1,687,450.00

Delta of OSCG&R Funding Authorization & Town of Enfield Funding	\$343,430.00
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Vendor	Current Budget	Paid to Date	Balance
Architect - Hibbard & Rosa	\$9,990.00	\$9,990.00	\$0.00
Owner's Rep - CSG	\$9,990.00	\$8,990.00	\$1,000.00
Contractor - Silktown Roofing	\$1,608,485.57	\$1,608,485.57	\$0.00
TOTAL	\$1,628,465.57	\$1,627,465.57	\$1,000.00

State of CT - Payment Requests	
Payment Request #1 - Received on 10/27/2023	\$720,314.00
Payment Request #2 - To be Submitted	
Requested Amount	\$366,885.25
Reimbursement Amount @ 70%	\$256,819.68
Retainage @ 5%	\$12,840.98
Expected Payment to the Town of Enfield	\$243,978.69

Item	Project Closeout	Notes/Comments
Submit Payment Request #2	Upload to Core CT once ED049R has been approved	
Board of Ed - To accept that project is complete	Project Completion Memos sent to BOE for Review/Approval	
Submit ED049R to State	Need back-up documentation supporting each funding authorization	
Final project closeout - ED0 49F	Based on acceptance by BOE	