

Joint Facilities Committee

Thursday, January 11, 2024

6:30pm DPW Conference Room

1. Call to Order

6:39pm

2. Roll Call

Present: Jim Nasuta, Doug Finger, Bethany Ouellette, Gina Cekala, Charlotte Riley, and Doug Maxellon. Also present were Fred Gerber and Donald Nunes.

Absent: Tim Neville, Tina LeBlanc, Scott Ryder, and Peter Jonaitis.

3. Approval of Minutes – November 30, 2023

Motion by Doug Finger, seconded by Bethany Ouellette, all were in favor. Gina Cekala and Charlotte Riley abstained.

4. Special Guests

None.

5. Unfinished Business

A. Transfer Station

No new updates.

B. Alcorn Roof Replacement

Fred Gerber stated that the architect has given him the project manual for his review. He has reviewed it and sent it to the Finance Office for review. Once it has been reviewed and corrections are made Fred will send it back to the architect to clean it up. He is currently working with the BOE to apply to the state and register with the state so that we can get reimbursement. He is hoping to get the project out to bid by March, to have work start in June.

6. New Business

A. Roof Project Discussion

Jim Nasuta stated that we are looking to discuss the Police Station.

Donald Nunes stated that we are waiting for direction from Chris Bromson on the Public Safety Complex Project and whether it is going to be done. It is part of the roof referendum. Right now the state is only giving us \$2.2 million. The whole project was \$13 million. The design was going to get rolled into the design of the whole new building. If we don't know something soon enough something is going to have to be done. There is currently no architect on board for this roof project. They would like to have the Police Station, middle section, and EMS all architecturally have the same roof line.

Gina Cekala mentioned that we put off doing the Police Department roof because of the Public Safety Complex referendum. If EMS is going to be a stand-alone building anyway, at some point we need to decide. We are already two years behind on this roof according to the original timeline of the roof referendum. She also mentioned that we are in the same boat with the school roofs now, because of the School Modernization Committee.

Fred Gerber stated that as soon as Alcorn goes out to bid, we will start the design for the Annex since it is the same architect.

Bethany Ouellette added that the original timeline of roof projects was based on what the expected need was.

Donald Nunes stated that the EPD is a shingled roof, so the only design work is going to be the gutters. The building needs more gutters. It will be minimal design time. It is not reimbursable, so we don't need to apply to the state. He can produce drawing up to 5000 sq. ft. Anything more needs to be by an architect.

Fred Gerber mentioned that Russell and Dawson, the architect that has Alcorn and the Annex, also has the EPD.

Donald Nunes mentioned that the salt shed at DPW was stripped and shingled in one day.

Jim Nasuta asked where we go to get an answer on the future of the EPD and Public Safety Complex.

Gina Cekala stated that it would be through Chris Bromson, the Town Manager. The Council would also have to bless the project. We need to make sure there is no issue with the referendum question.

Donald Nunes stated that the money for the EPD roof is sitting in the bank waiting, it has already been appropriated.

Doug Finger wanted to know how soon we can get the Parkman roof going. He mentioned that ceiling tiles came down there.

Gina stated that if the School Modernization goes through as what was talked about in September, there will be three new schools built. One at Stowe, one at Barnard, and one at Mark Twain. Parkman will be used for ECDC. She thinks it should be safe to do Parkman. We would need to talk with John Dague before that kind of decision is made.

The Annex is slated for 2025.

Could we do Parkman first?

Fred Gerber stated that Parkman is a different architect. Silver Petrucelli is going to be designing Parkman.

Gina Cekala brought up the fact that we don't want to replace roofs until we know what the future of the building is. We don't want to waste good money.

Fred Gerber mentioned that if the Modernization plans went forward, Enfield Street School would become Eagle Academy. It would then need a building project and that would be reimbursed by the state, and it would be able to get a new roof. If we do Parkman and it is not a school in 5 years, we lose our reimbursement. The reimbursement is 71%.

To review, the roof projects will depend on the outcome of the School Modernization Committee and the future of the Public Safety Complex/EPD.

B. Hazardville and Whitney Roof Reimbursement

Donald Nunes shared that we once again were denied by the state around \$700,000 dollars in reimbursement. Amounts need to be added to the projects to be submitted to the state and then the last payment request can be submitted to close out the projects. There were five questions asked by the state for Hazardville and five for Eli Whitney. Attached to the minutes are the email questions and responses from CSG that were reviewed at JFC on 1/11/24.

Fred Gerber stated that CSG claims that all this stuff was submitted and this is on the state.

Doug Maxellon asked if CSG copied us in all these emails.

Donald Nunes stated that we have been requiring them to include us at this point.

Fred Gerber stated that CSG has now responded to the state, so we are just waiting now to see how the state responds.

Gina Cekala stated that this happened the first time with the state and CSG was able to get it reimbursed.

7. Committee Comments

Doug Maxellon asked if we were looking to change the make-up of the members of the Joint Facilities.

Gina Cekala suggested seeing how things go with the current members if everyone is aware they are on the committee.

Fred Gerber shared that some bids have come in to replace the DPW fleet bays and replace a ladder, plus an alternate to cut extra drains in. The winning bid was Macri Roofing out of 8 bids.

The library roof is in design. It is not a reimbursable roof.

8. Next Meeting Date

January 25, 2024

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 Finger, seconded by Doug Maxellon at 7:45pm. All were in favor.

Respectfully submitted,

Tina Demers
Joint Facilities Committee Secretary

* Attachment 1/11/24 JFC

RESPONSE FORM #2 REQUIRED RESPONSE (page 2 of 2)

Name of CONSULTANT: _____

ROOFS 2021 REFERENDUM PROFESSIONAL SERVICES MUNICIPAL FACILITIES

FEE PROPOSAL

<u>Year</u>	<u>Project Item</u>	<u>Fee</u>
Public Safety Complex Roof Replacement		
2022	Site Investigation	\$
	Construction Drawings and Bidding Documents	\$
	Grant Applications	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
Thomas G. Alcorn School Roof Replacement		
2023	Site Investigation	\$
	Construction Drawings and Bidding Documents	\$
	Grant Applications	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
Enfield Town Annex Roof Replacement		
2025	Site Investigation	\$
	Construction Drawings and Bidding Documents	\$
	Grant Applications	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
GRAND TOTAL COST FOR ALL PROJECTS		\$

END OF RESPONSE FORM #2

* Attachment 1/11/24 JFC

RESPONSE FORM #2 REQUIRED RESPONSE (page 2 of 2)

Name of CONSULTANT: _____

ROOFS 2021 REFERENDUM PROFESSIONAL SERVICES SCHOOL FACILITIES

FEE PROPOSAL

<u>Year</u>	<u>Project Item</u>	<u>Fee</u>
2024	Edgar H. Parkman School Roof Replacement	
	Site Investigation	\$
	Construction Drawings and Bidding Specifications	\$
	Grant Application	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
2024	Prudence Crandall School Roof Replacement	
	Site Investigation	\$
	Construction Drawings and Bidding Specifications	\$
	Grant Application	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
2025	H.B. Stowe Early Learning Center Roof Replacement	
	Site Investigation	\$
	Construction Drawings and Bidding Specifications	\$
	Grant Application	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
2025	Enfield Street School Roof Replacement	
	Site Investigation	\$
	Construction Drawings and Bidding Specifications	\$
	Grant Application	\$
	Committee Meetings	\$
	Project Management	\$
	Total Cost	\$
GRAND TOTAL COST FOR ALL PROJECTS		\$

END OF RESPONSE FORM #2

* Attachment 1/11/24 JFC



January 10, 2024

Department of Administrative Services, Business Services
450 Columbus Boulevard – Suite 101
Hartford, CT 06103

TO: Ella Sun, Director of Grants Administration

**RE: 049-0143 RR – Eli Whitney Elementary School – Roof Replacement
DAS-1049R – Change in Funding
Response to Questions**

Dear Ms. Sun,

Please see the response below to your questions and comments regarding the Form SCG-049R for State Project No. 049-0144RR – Hazardville Memorial School – Roof Replacement Project.

Question 1: The increase is 25%, therefore the submission needs to clarify the issues and submit relevant documentation. The district did not submit the relevant information to support their request.

The project was funded via six (6) different authorizations, please see below for the funding breakdown which was included as part of the supporting documentation initially submitted with the DAS-1049R.

Funding Break Down	
Funding Amount #1	\$673,000.00
Funding Amount #2	\$689,000.00
Funding Amount #3	\$134,550.00
Funding Amount #4	\$72,450.00
Funding Amount #5	\$43,450.00
Funding Amount #6	\$75,000.00
Total Funding Authorization	\$1,687,450.00
Grant Authorization from State of CT	\$1,344,020.00
Request for Increase to Project Costs	\$343,430.00

The initial funding amount of \$673,000 was included as resolution #5636 at the Enfield Town Council Meeting on December 21, 2020, and submitted as part of the initial Grant Application. I have attached this for your reference.

For the Town to fund the remaining costs of the project, they had five (5) additional authorizations that were approved at various Town Council Meetings. This information was included as a part of the supporting documentation submitted with the DAS-1049R. There is a cover sheet which explains each funding authorization, the meeting where the funding was approved, and the subsequent meeting where those meeting minutes were approved. I have attached this documentation that was included as a part of the DAS-1049R submission for your reference.

* Attachment 1/11/24 JRC



Question 2: The district mentions Change Order #1, Change Order #2 and Alternates. The district should have included this documentation along with the Change Order #1 and Change Order #2 status.

State Change Order #1 for this project was revised on October 10, 2023. Please see the attached for the letter from DAS with the supporting documentation.

State Change Order #2 was reviewed by DAS, please see attached for the letter dated August 29, 2023 from DAS.

Question 3: The funding presentation does not show original funding and then the sequent funding needed to support the additional \$343,430 that they are requesting.

Please refer to the response and supporting documentation referenced in Question 1.

Question 4: Please note that additional funding must be certified. The district did not include the certification of additional funding in their submission.

The initial funding amount was certified on December 21, 2020, via Resolution #5636 and certified on December 23, 2020. This was included in the initial Grant Application.

The Town supplemented the funding in five (5) other funding authorizations explained in the supporting documentation referenced in Question 1.

Question 5: There is no mention of the project status i.e. is the project complete.

The DAS-1049R does not include a section requesting the status of the project however, the project is complete.

To close out the project via a DAS-1049F, the District needed to submit a DAS-1049R to capture the additional funding for completion of the project.

Please see the attached minutes from the Enfield Board of Education Meeting on November 28, 2023, where the project was accepted as complete.

Please contact me at (860) 573-8948 or by email at samanthad@csgroup-llc.com with questions, requests for additional information, or further clarifications regarding the above responses.

Sincerely,

Samantha D'Agostino

Samantha D'Agostino
Project Manager
CONSTRUCTION SOLUTIONS GROUP, LLC

* Attachment 1/11/24 JFC



January 10, 2024

Department of Administrative Services, Business Services
450 Columbus Boulevard – Suite 101
Hartford, CT 06103

TO: Ella Sun, Director of Grants Administration

**RE: 049-0144 RR – Hazardville Memorial School – Roof Replacement
DAS-1049R – Change in Funding
Response to Questions**

Dear Ms. Sun,

Please see the response below to your questions and comments regarding the Form SCG-049R for State Project No. 049-0144RR – Hazardville Memorial School – Roof Replacement Project.

Question 1: The increase is 24%, therefore the submission needs to clarify the issues and submit relevant documentation. The district did not submit the relevant information to support their request.

The project was funded via six (6) different authorizations, please see below for the funding breakdown which was included as part of the supporting documentation initially submitted with the DAS-1049R.

Funding Break Down	
Funding Amount #1	\$673,000.00
Funding Amount #2	\$689,000.00
Funding Amount #3	\$132,340.00
Funding Amount #4	\$71,260.00
Funding Amount #5	\$48,570.00
Funding Amount #6	\$60,000.00
Total Funding Authorization	\$1,674,170.00
Grant Authorization from State of CT	\$1,344,020.00
Request for Increase to Project Costs	\$330,150.00

The initial funding amount of \$673,000 was included as resolution #5632 at the Enfield Town Council Meeting on December 21, 2020, and submitted as part of the initial Grant Application. I have attached this for your reference.

For the Town to fund the remaining costs of the project, they had five (5) additional authorizations that were approved at various Town Council Meetings. This information was included as a part of the supporting documentation submitted with the DAS-1049R. There is a cover sheet which explains each funding authorization, the meeting where the funding was approved, and the subsequent meeting where those meeting minutes were approved. I have attached this documentation that was included as a part of the DAS-1049R submission for your reference.

* Attachment 1/11/24 JFC



Question 2: The district mentions Change Order #1 and Alternates. The district should have included this documentation along with the Change Order #1 status.

State Change Order #1 for this project was revised on October 10, 2023. Please see the attached for the letter from DAS with the supporting documentation.

Question 3: The funding presentation does not show original funding and then the sequent funding needed to support the additional \$330,150 that they are requesting.

Please refer to the response and supporting documentation referenced in Question 1.

Question 4: Please note that additional funding must be certified. The district did not include the certification of additional funding in their submission.

The initial funding amount was certified on December 21, 2020, via Resolution #5632 and certified on December 23, 2020. This was included in the initial Grant Application.

The Town supplemented the funding in five (5) other funding authorizations explained in the supporting documentation referenced in Question 1.

Question 5: There is no mention of the project status i.e. is the project complete.

The DAS-1049R does not include a section requesting the status of the project however, the project is complete.

To close out the project via a DAS-1049F, the District needed to submit a DAS-1049R to capture the additional funding for completion of the project.

Please see the attached minutes from the Enfield Board of Education Meeting on November 28, 2023, where the project was accepted as complete.

Please contact me at (860) 573-8948 or by email at samanthad@csgroup-llc.com with questions, requests for additional information, or further clarifications regarding the above responses.

Sincerely,

Samantha D'Agostino

Samantha D'Agostino
Project Manager
CONSTRUCTION SOLUTIONS GROUP, LLC