

**REPORT OF THE SUBCOMMITTEE OF BUILDINGS & GROUNDS
December 15, 2016
Innovation Lab, 3rd Floor
30 Common Street**

School Officials Present: John Brackett, Mary DeLai, Steve Romanelli
Other Attendees: Tom Tracy, Vinnie Piccirilli, members of the public
Subcommittee Members Present: Liz Yusem:chair, Eileen Hsu-Balzer, Kendra Foley

Executive Summary Report:

The overall sum of projects identified by each school principal in collaboration with school leadership for FY'18 totaled \$517,250 with adjustments which could be made in upcoming weeks based on the town architect's assessment of the school buildings as part of the town's 10 year building assessment. Information from the Oudens/Ello desktop facility study completed in 2014 was also used as a reference in formulating the capital budget. In the capital budget, each school's capital needs were ranked based on a set of priorities. The priorities were listed as: 1)Life Safety and Health 2)Asset Preservation 3)Operational Efficiency 4)Enhanced Learning/ Working Environment 5)General Improvements.

For FY'18, the elementary schools and the middle school's focus was primarily on classroom furniture with each school's larger MEP and building envelope projects reserved for FY'19-22. Much of the FY'18 budget focused on the high school with capital needs ranging from interior furnishings and finishes, mechanical and electrical upgrades to exterior spot repair and preservation of the roof and windows. Some of the high school's needs identified by NEASC concerning upgrades to labs, accessibility, water fountains, bathrooms, and window replacement have been reserved for FY'-19-22. Also in response to the capital needs at the high school, the business manager and high school principal created a separate enhanced long term capital planning needs budget. This detailed budget helps to highlight the high school's long term needs relative to some of the needs identified in the NEASC study. Additionally, there was much discussion about broader community issues concerning the high school as the designated town shelter in case of an emergency and the need for a working emergency generator. The Phillips school has some HVAC upgrades budgeted. Districtwide needs focused on updated food service and security system enhancements.

Capital costs for potential renovation/reconstruction for school facilities are identified as a subcategory in the capital budget using high level cost estimates from conceptual models proposed by SMMA in the school facilities master plan. These cost estimates are intended as placeholders to generate community discussion about the broader long term capital needs at all of the schools. As a next step, the superintendent also identified the need to contract and engage with an architecture and engineering firm for technical support and feasibility planning.

The meeting ended with a unanimous vote to approve a motion to accept the capital budget as amended by suggestions.

I. Meeting Called to order 6:30pm

II. Capital Budget FY'18-22.

Handouts were passed out which projected the capital budget from FY'18-22. Each school principal established the needs of their schools as updated by FY'17.

The focus of the meeting was on FY'18 and projects in out years through FY'22. The superintendent and business manager emphasized that they were happy to answer questions about each building.

Each school building was divided into categories with rankings based on priorities. There was a differentiation between capital fund projects and projects that would need debt financing by the town because these projects would be over \$100,000. At the end of the budget, a category placeholder of potential renovation was highlighted and that discussion occurred during the second part of the meeting.

Cunniff School:

At Cunniff, FY'18, the budget identifies school furniture and window seals.

Information was used from the Oudens/Ello facilities study as a reference.

Discussion ensued about unit ventilator replacements and aging HVAC starting to have to address mostly from OE study. They were budgeted in FY'25 as starting to fail.

Also based on the OE study, discussion followed about the recommendation for emergency generators. It was noted that only Hosmer has an emergency generator.

Questions whether the district needs a whole school operational or just kitchens followed and the pricing in the budget seems to be for whole school. There was more discussion about what choices need to be made in choosing a generator if that were to happen. Questions arose about if there was an emergency and the schools needed to be used would all the schools be available.

The high school was identified as the official town shelter in case of an emergency with the high school only really needing an emergency generator. The high school generator has not worked for past 5 years. Additional discussion about what plans are followed at each school if there was a power outage during school hours occurred. The superintendent noted that the critical incident team at each school refreshes protocols each year for student safety if there was such an emergency during school hours.

Hosmer:

For FY'18 discussion continued for classroom furniture and painting lockers. It was determined that the windows were not in as bad condition as at Cunniff and budgeted for repair in FY'19.

A question was asked about how to paint the hallways at all the schools as they are looking tired. Painting for hallways is wanted at all schools but that is something if extraordinary repairs aren't required, those funds might be used to start to paint the hallways. It is not possible to paint all the schools at same time because of summer camps. It was suggested to build painting into the maintenance budget instead of asking in capital and have a rotational painting contractor on call for hallway painting maintenance.

Lowell:

For FY'18 carpeting was carried over because it was not replaced this year so it is identified in FY'18-19. The quotes are for \$125K and the cost is split because the extent of the work has to be done over 2 summers. FY'20-22 are dedicated to cafeteria windows, unit ventilator replacements and sprinklers.

Middle School:

For FY'18 the budget identifies replacement of furniture. Bathrooms need replacing in years FY'19-22. The library and main office need new carpet and sealing the lower gym and painting are budgeted for FY'19. FY'20 is budgeted for renovation of the Bemis entrance, renovation of the fitness center, and replacing the boilers.

High School:

The business manager talked about the high school needs being identified in the budget from concerns highlighted in a school review letter from NEASC and noted that anything identified by NEASC is noted with 'N'.

At the high school, 1 hot water heater is broken.

The window repairs include discolored gaskets of 30 failing windows in the chorus room and gymnasium. A contractor is working during the Christmas break to address the window issue and only the seals are being addressed. New windows for the high school would be done in multiple years with a phasing plan implemented to do the windows by section of the building.

The superintendent noted that the immediate fix is not in capital budget and some felt there was asbestos or mold in the broken windows but the contractor verified that there is no mold or asbestos. Duct tape has been used to seal cracks and over time but the duct tape has been deteriorating and flaking off while the broken gaskets have allowed the glass to become cloudy. The plan is to seal and permanently close a few windows and caulk to prevent the draft from coming into chorus room. 2 windows will not be sealed and operable for use during the warmer months. The work done over winter break will be tested to see if more windows can effectively use this short term solution. Currently, the draft is coming in right on students.

It was noted that the entry to the HS school is poorly lit on the main stairs and the handicap ramp. The library and auditorium carpet is worn with the auditorium carpeting causing a tripping hazard in some areas and there is lots of peeling paint. The roof is in pretty good shape according to Ginapp & Assoc-the roof was identified as having a 10 year useful life but Ginapp felt that some of equipment might need repair. Selective patching for the roof is budgeted in the capital plan for \$60K for FY'18,FY'20,FY'22.

The AC in the main office is under capacity and budgeted in FY'18. The wireless capacity was noted by the school principal as under capacity and budgeted for FY'18 - under capacity could affect computer based testing.

Watertown HS Capital Planning Needs:

The high school principal and business manager created a separate handout to highlight the long term needs and costs associated with the high school including an additional category for areas identified as problematic by NEASC. Parking is an issue at the HS and it is a problem for all residents. The doors need to be upgraded to meet requirements by ALICE. Windows need

replacement. Also needed are additional security cameras for blind spots. For now, the HS will do spot ceiling repairs but there is a need for new ceilings throughout the building. Exterior brick repointing is significant. The lobby needs better security and the airlock idea at new schools was discussed. The auditorium is budgeted for carpet replacement and painting and replacement of a chair but a full scale repair would be \$3M.

The electrical and HVAC were discussed and noted that interior walls would need to be opened and would be \$12M. There is a need for better HVAC control throughout the building. Server rooms need to have AC as add new tech need AC upgrades. Deteriorating interior walls would be done at same time as HVAC and electrical at a cost of \$1.35M.

The town ESCO project was discussed which included a \$5.8M light upgrade, HVAC upgrade, and Johnson controls. The project replaced systems that would fit in a 20 year payback. Energy service had to payback and windows didn't get budgeted because they would not meet the goal for payback. Lowell and Cunniff boilers were replaced 2 years ago. Hosmer unit ventilators were done. Lots of projects didn't get done and it was agreed that they would be done in the capital budget. Johnson controls are good and each building's temperature can be controlled from a central location. The system is built with overrides to keep the heat on all night in case of an emergency. Old radiators have new controls with Johnson control but still are not perfect. Additional Mitsubishi split systems in are used in rooms to supplement the existing systems for heat and AC.

The locker rooms are in need of overall upgrading including lockers, showers and the changing area. The library is budgeted in FY'18 for carpet replacement. Boosting wireless capacity is budgeted for FY'18. New flooring is a big job throughout the HS and estimated at \$1.125M. Selective areas will be done through the operations budget.

A full scale tech upgrade to state of the art technology is estimated at \$3M.

The HS's science labs sizes were identified as too small by NEASC but there is no room for expansion. Additionally, 2 classrooms were identified as missing gas lines but it was confirmed by the science coordinator that 2 classrooms are for biology and don't need gas lines.

The clock system and phone need upgrading and replacement and estimated at \$375K.

The HS is designated as a town shelter and there was discussion that there might be an emergency generator at town hall as a possible other future location. There is a broader need between the town, schools and community to understand the relationship of the HS as a town shelter relative to the idea of the town hall as a town campus shelter.

Phillips:

There is money budgeted in the out years for Furniture/Equipment/Flooring. some HVAC issues around older univents—HVAC to third floor in FY'19-20.

Districtwide:

Money is budgeted to replace vehicles. The food service director has identified kitchen equipment that is very dated and in need of upgrade and replacement.

Security Systems: The critical incident team has identified the need for an upgraded card access system and cameras especially around the high school.

School Tech: The business manager discussed the town's back to back \$500K investments in technology. 3 years ago, the district leased Apple Macs at \$85K per year. The district might be able to get another year out of Mac's but some money is necessary for service. The business manager explained that the district will put in \$200K and split the cost between the operating budget and capital budget with each having an allocation of \$100K.

There were questions about the cost advantage of leasing versus owning computers vs. copiers. Discussion ensued about the leasing advantage for copiers—it was noted that the state contract gives free service for copiers so that is a cost effective model for equipment that needs a lot of service.

A question was asked if there is enough service built in to the budget for all the technology needs of the schools? MacBooks need less service. What happens when leases are out and are we in a position to address the equipment? It was noted that 4 personnel were needed to address tech service. Currently, the district's leased computers have some service left.

The district's library and technology coordinator is doing a student help desk. Students are helping students so the labor intensive work is left for personnel. Additionally, teachers are being helped by students.

The cost effectiveness of Google chrome books was discussed. Google chrome books are extremely cost efficient so districts that heavily invested in iPads have switched to chrome. The distinction between chrome books and iPads was discussed with the chrome books as simpler devices only needing OS updates. We have tech person in district that takes care of this OS and Google takes care of updates so that is not a worry to the district.

Per this meeting, the sum of all capital projects in FY18-\$517,250.

The superintendent explained the town's building assessment is underway with the town architect, Gienapp & Associates. This study which includes all town buildings will be done in the early part of the year. Once the district gets the report, the superintendent and business manager will relook at the capital budget and make adjustments. The superintendent suggested that the current capital plan is recommended to the full school committee with knowledge that it might have to be modified at a later date. The town auditor mentioned that the capital budget is due Jan 26th.

The TC chair of budget and fiscal oversight explained the process of approving the district's capital budget—it will be necessary for that subcommittee to go over the budget line by line at certain point—as long as dollars are aligned there can be adjustments to the budget as determined necessary by the superintendent and business manager at this meeting. This meeting typically occurs in February. There will also be updates made concerning FY17.

III. School Facilities Master Plan

The superintendent discussed the last part of the school facilities master plan and the last steering committee meeting concerning the master plan: It was recognized that no decisions have been made about detail or where to start—elementary, middle or high school. The master plan

was discussed that it would be presented at the joint town council/school committee meeting on December 19, 2016.

At the end of the capital budget, some placeholders for future potential renovation/reconstruction building needs were included as a separate category to begin a broader discussion about this possibility. The first year is budgeted for technical support and feasibility planning, how to do it, determining swing space, and sequencing: all these questions need to be answered in a preliminary year. As a placeholder, a cost \$1M was budgeted toward this effort. Additionally, the superintendent discussed the need to contract and engage with an A&E firm in FY'18 to begin this type of long term plan because the district needs guidance.

The superintendent discussed that talking with the town manager and others, it was agreed that we need to establish a placeholder in the budget for our future building needs. On average, \$40M has been budgeted every two years as the cost and it is a rough estimate taken from the facilities master plan. The HS is about \$50M. These numbers cover basic renovations with targets. Without targeting or telegraphing each school, the budget puts a conceptual place holder in FY'19 and FY'21 for just construction costs. Once decisions are made, the superintendent suggested that it would take 1 year of planning and 1 year of construction with the goal of every 2 years engaging in a new plan.

The balance of the total construction cost has been placed in FY'22 as the remainder of the full project at \$123.2M: This is amount is intended as part of a broader public discussion. Also, the future potential renovation/reconstruction category has been highlighted as a category outside of the capital budget for this purpose. It was also suggested that these projects be indicated as TBD/DEO.

Additionally, the windows at the middle school have already been paid for and not needed to be reflected in the capital budget. There are also adjustments to the budget that were suggested to be made according to the work done by the ESCO project for Hosmer and Lowell.

A motion was made to accept the capital budget as amended by suggestions.
The motion was seconded.
There was a unanimous vote to approve the motion.

IV. Meeting adjourned 8:00pm.