

ATTENDANCE:

Mr. David Freedman, Board of Education Dr. Joseph Erardi, NPS Superintendent
Ms. Kathy Hamilton, Board of Education Ms. Tanya Gouveia, NPS Business Office

One member of the Public

- **CALL TO ORDER**

The Board of Education CIP/Finance/Facilities Committee Meeting was called to order at 8:07 a.m.

- **PUBLIC PARTICIPATION**

None

- **APPROVED MINUTES**

Minutes from February 4, 2015.

- **COMMUNICATIONS/ANNOUNCEMENTS**

Ms. Hamilton described the MG project as discussed previously with Gino Faiella, Director of Facilities and Fred Hurley, Director of Public Works. The committee discussed the benefits of moving the Middle Gate Boiler project from the current “Year 2” schedule to “Year 1” and adding replacement LED lighting for a comprehensive energy savings project. Eversource/CL&P is willing to provide at no charge hookup of a gas line – public works would take care of digging the trench in the Spring of 2016 after completion of the trench to Sandy Hook for a gas line. Also, through the Eversource small business program, the district is eligible for up to \$100,000 0% interest loan to help pay for the project. It is estimated that the payback period would be 4 years which would come out of the BOE operating budget and would be offset by efficiency savings through a more efficient boiler plant and more efficient LED lighting.

Backup Documents:

Attachment A: BOE CIP Outline 2016-17/2020-21

Attachment B: Project Descriptions for Year 1 Projects

Attachment C: Memo from ABS Regarding MG Project

Attachment D: Cost Estimates for MG Project

Attachment E: CIP Process Memo

- **UNFINISHED BUSINESS**

None

- **NEW BUSINESS**

- Board of Education Capital Improvement Plan for 2016-17/2020-21
- FUTURE MEETING DATES
Friday, August 14th, 8am – 9am, Municipal Building Conference Room 1

ACTION ITEMS FOR NEXT MEETING

Responsible Party	Action	Due Date
Ron/Tanya	1) Update financial impact statements for the HS Roof project & MG Boiler/Lighting Project 2) Provide analysis for using cost savings to pay back \$100,000 loan.	8/14/2015
Ron/Tanya		8/14/2015
Gino	1) Finish exploring issues brought up by Bob Mitchell (pricing & escalation costs as well as scuppers/drains for HS Roof project). 2) Answer question about gas boiler vs dual fuel gas/oil boiler	8/14/2015
Kathy	Coordinate meeting with Bob Mitchell.	8/14/2015

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Mr. Freedman was made to adjourn the meeting at 8:35 a.m. All in Favor

Submitted: Kathy Hamilton, CIP/Finance/Facilities Committee Chair

Attachment A

NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2016/17 TO 2020/21

For Discussion
for the Committee on 8/4/15

CIP Item #	Location	Description of Project	underway 2015/16	Year 1	Year 2	Year 3	Year 4	Year 5	TOTALS
				2016/17	2017/18	2018/19	2019/20	2020/21	
3	Hawley Elem.	Roof replacement 1948 and 1997 sections			\$800,000				\$800,000
*	Sandy Hook Elem	Design, engineering & construction	(\$49,250,000)						
6 2	Middle Gate Elem Middle Gate Elem	Roof replacement 1964 and 1992 sections Replace original 1964 boiler and lighting upgrade		\$475,000			\$1,500,000		\$1,975,000
4 4 5	Middle School Middle School Middle School	Phase 0 - Professional Services Phase I - New boilers and re-piping Phase II - Ventilation renovations			\$100,000 \$2,100,000			\$4,805,000	\$7,005,000
** 1 7	High School High School High School	Auditorium; ADA code, replace duct work, lighting, seating, rigging, fire sprinkler system Restoration of roof with replacement of lobby roof Replace/restore football turf field	\$3,600,000	\$1,402,500				\$1,000,000	\$2,402,500
TOTAL COSTS OF ALL PROJECTS			\$52,850,000	\$1,877,500	\$3,000,000	\$4,805,000	\$1,500,000	\$1,000,000	\$12,182,500
TOTAL TO BE BONDED				\$1,877,500	\$3,000,000	\$4,805,000	\$1,500,000	\$1,000,000	\$12,182,500
<i>School Building Grant Eligible</i>			\$534,000 **		\$272,000		\$510,000		\$782,000

Shading represents items new to the plan

*Funding provided by the State of Connecticut. This project will not be bonded locally and will not impact Newtown's budget or tax rate.

**Code grant eligibility on total project costs.

Eligibility for project inclusion on the CIP is that the cost must exceed 0.25% of the Town Budget, \$111,730,513. For 2015-16 the threshold is \$279,326.

Capital Improvement Project Requests 16/17

NEWTOWN HIGH SCHOOL – ROOFING 16/17

Total estimated project cost options:

Cost \$1,402,500.00

This project will allow restoration on almost the entire roof with the exception of the lobby section which requires replacement. The roof on the F wing is not included.

- 130,000 square feet will be restored at 7.30 per sq ft- \$950,000.00
- Contingency for wet insulation- \$25,000.00
- Re-pitch low areas identified- \$25,000.00
- 10,000 square feet at lobby area to be replaced- \$275,000.00
- 10% construction contingency- \$127,500.00

Total amount for project- \$ 1,402,500.00

MIDDLEGATE SCHOOL – BOILER REPLACEMENT WITH CONTROL UPGRADES AND LIGHTING UPGRADE TO LED 16/17

Total estimated project cost: See back up

This project consists of the following:

The two existing boilers will be replaced with high efficiency gas fired boilers. Existing controls will be upgraded to maximize efficiency and operation.

All lighting will be upgraded to LED.

- Total costs less any abatement- \$391,000.00
- Estimated incentives from Eversource- \$55,200.00
- Net cost- \$335,800.00

This building falls under the small B program through Eversource and we are eligible to receive an interest free loan of \$100,00.00. If we decide to use the loan option, our cost would be \$235,800.00.

- Add 6% for cost increases of \$20,000.00
- Add 10% contingency of \$35,000.00
- Add \$85,000.00 for abatement/demo

Total amount for project- \$475,000.00 without \$100K loan

Attachment C



Connecticut Office
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Glastonbury, CT 06033
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Massachusetts Office
127 W. Central Street, Ste. 250
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www.absddc.com

July 31, 2015

Newtown Public Schools
12 Berkshire Road
Sandy Hook, CT 06482

Attn: Mr. Gino Faiella
Director of Facilities

Re: Middle Gate School – Boiler Conversion and Energy Conservation Measures

Dear Gino:

Thank you for the opportunity to serve you and the facilities department. The following is a summary of the work ABS will be performing at Middle Gate School to lower the overall energy consumption at this facility.

Please review and should you have any questions please do not hesitate to give me a call.

Lighting Upgrade - The existing lighting fixtures will be replaced with new lighting retrofitted fixtures. ABS will “gut” the existing lighting frame, new lenses, new LED driver and LED strips (bulbs) will be installed. The existing frame will be reused with all new components as listed. A total of approximately 700 lights will be retrofitted. Can fixtures, 2x2 and 2x4 troffers are the fixtures we have included.

Boiler Change Out – the following is the scope of work for the boiler room work.

- Relocation of existing pneumatic air compressor
- Demo and removal of domestic water heater
- Furnish and install 2 – low nox, high efficiency, gas fired condensing boilers
- Boiler Equipment Pad - 4” housekeeping pads
- Furnish and install new pumps and motors as required
- Furnish and install gas piping per code
- Furnish and install new hydronic piping as required
- Furnish and install indirect domestic water heater sized to match existing oil fired
- Domestic water piping as required to install new heater including new mixing valve
- Insulation of new piping, valves and fittings to meet code
- Furnish and Install venting and combustion air
- Core drilling
- Water balancing
- Furnish and install protective bollards

** Any and all asbestos containing materials removal and disposal will be the responsibility of the owner, not ABS.

Alerton Energy Management Building Controls

The new boilers and hot water pumps will be added to the existing Alerton Energy Management Controls System.

Controls will include Boiler System enable/disable based on outside air temperature.

Control the boilers to produce the exact heating load needed to properly deliver hot water to maintain a comfortable facility.

Control the two new hot water pumps.

Monitor the operation of the new boilers and pumps and provide remote notification should and alarm condition occur.

Also, as part of the above listed work ABS will furnish and install the following:

- ▶ Project Management
- ▶ System Installation
- ▶ Inspect and Validation
- ▶ Operator's Manual
- ▶ Client training on system operation
- ▶ Remote Phone Support as needed
- ▶ One-Year Warranty on Provided System

If you have any questions related to this offering please give me a call.

Thank you again for this opportunity and your continued business.

Sincerely,

Jack Haggett

Jack Haggett
Certified Energy Manager

Newtown Middle Gate School

Automated Building Systems, Inc.

ENERGY CONSERVATION PROGRAM

11-Jun-15

ABS OPTION ONE

ECM#	Newtown Middle Gate School PROPOSED MEASURES	Installed Cost	\$/yr.	Estimated Incentive	Net Cost	Payback Yrs With Incentive
ECM-1	Lighting (721 Fixture) LED Retrofit (New LED Driver and Lar	\$140,000	\$14,405	\$30,000	\$110,000	7.64
ECM-2	Boiler Replacement (Oil to Gas and Increase Efficiency)	\$239,000	\$67,841	\$24,000	\$215,000	3.17
ECM-3	Alerton BMS Controls	\$12,000	\$1,800	\$1,200	\$10,800	6.00
	TOTALS	\$391,000	\$84,046	\$55,200	\$335,800	4.00

ABS OPTION TWO

ECM#	Newtown Middle Gate School PROPOSED MEASURES	Installed Cost	\$/yr.	Estimated Incentive	Net Cost	Payback Yrs With Incentive
ECM-1	Lighting (721 Fixture) LED Retrofits (New Ballast New LED L	\$90,800	\$13,000	\$32,000	\$58,800	4.52
ECM-2	Boiler Replacement (Oil to Gas and Increase Efficiency)	\$239,000	\$67,841	\$24,000	\$215,000	3.17
ECM-3	Alerton BMS Controls	\$12,000	\$1,800	\$1,200	\$10,800	6.00
	TOTALS	\$341,800	\$82,641	\$57,200	\$284,600	3.44

JK Energy

ECM#	Newtown Middle Gate School PROPOSED MEASURES	Installed Cost	\$/yr.	Estimated Incentive	Net Cost	Payback Yrs With Incentive
ECM-1	Lighting (Limited Lighting Retrofits)	\$33,000	\$3,500	\$6,800	\$26,200	7.49
ECM-2	Boiler Replacement (Oil to Gas and Increase Efficiency)	\$239,000	\$67,841	\$24,000	\$215,000	3.17
ECM-3	BMS Controls	\$12,000	\$1,700	\$0	\$12,000	7.06
	TOTALS	\$284,000	\$73,041	\$30,800	\$253,200	3.47

Disclaimer:

Any incentive and/or energy savings numbers referenced in this email are estimates only and should not be interpreted as a commitment to pay incentives for any referenced project.

Estimates are made based on information provided by the Participant, vendors providing services for the Participant, or other sources, and are not guaranteed to be error-free.

Figures may change due to program changes, calculation errors, inaccurate project data discovered through pre-inspection, or for any other reason.

Only a Letter of Agreement (LOA) signed by CL&P Management AND counter-signed by the program Participant is considered to be a valid estimation of incentives.

The final incentive for a project is dependant on multiple factors including the actual installed equipment, costs, and energy savings, so any change in project parameters may result in a change in incentives.

3 Primrose Street
Newtown, CT 06470
Tel (203) 270-4201



TOWN OF NEWTOWN

PUBLIC BUILDING AND SITE COMMISSION

Newtown Public School District, Capital Projects
Public Building & Site Commission

March 25, 2014

PHASE A – PROJECT IDENTIFICATION, SCOPE & COST STRUCTURE

Periodically, the Director of Facilities for the Newtown Public School District will receive (or solicit) from each school, a list of potential capital improvement or renovation projects. To enhance the efficiency with which capital improvement projects are implemented, the Public Building & Site Commission would undertake a coordination role to support School District staff and liaison with the BOE.

The PB&SC would collaborate with the Director of Facilities (DF) and Superintendent of the District in reviewing the list of proposed projects, determining a priority list and developing an integrated timeline for all projects. The PB&SC would conduct a preliminary review of all projects and provide the District with a recommendation to proceed with project planning.

The PB&SC would coordinate the *Pre-Approval Phase* and provide comprehensive planning services in order to best inform the budgeting and approval process. The PB&SC will establish a comprehensive Scope of Work for each project. Project scope may be verified by conducting on-site assessments, including meetings with building staff or may involve review of previously developed written documentation. The PB&SC will create a written narrative for each project scope and determine whether professional consultants and/or construction trades are necessary to plan and/or implement the work.

The PB&SC will establish a preliminary budget for each project utilizing industry standards and proprietary benchmark construction cost data, creating high/low budgets and/or cash flow analyses, as appropriate. The PB&SC will establish a preliminary timeline for each project through implementation and close-out and will develop an integrated timeline for all proposed projects during the proposed period.

The written scope(s) and preliminary budget(s) will be reviewed and adjusted in collaboration with the Director of Facilities. The PB&SC will review and approve project budgets; the integrated project plan and overall budget will be submitted to the Superintendent and Board of Education for review and approval. The completed project plan and budget can then be submitted as part of the CIP process or BOE budget.

The PB&SC will retain a project management consultant (PM) to assist in the development of the tasks listed under Phase A above and to facilitate the work of all subsequent phases.

PHASE B – PROJECT IMPLEMENTATION

Once the project scope and budgets have been approved, the *Design, Bidding and Award, and Construction Phases* will commence. Services during this phase will vary by individual project type and size. For larger, more complex projects that require professional services (architects, engineering, etc.), the PB&SC will develop and issue RFPs for professional services (Project Type A). For projects requiring only product procurement, the PB&SC will assist the District Purchasing Agent by developing RFPs for product price quotes (Project Type B). And for minor renovation projects with clearly defined scope, or for the construction of Project Type A above, the PB&SC will develop RFPs for construction bidding and pre-qualify a short-list of contractors (Project Type C).

For all projects, the PB&SC will approve RFPs for release after review by the Town / District Purchasing Agents. On behalf of the PB&SC, the PM will manage the RFP process by issuing any clarifications or addendum, conducting pre-bid walk-thrus, and reviewing RFP responses for compliance with RFP requirements. The PM will tabulate and level all price proposals and will make a recommendation to PB&SC and Town / District Purchasing Agents as to contract award. Once the PB&SC has approved the award, the PM will work with the Town / District Purchasing Agents and Attorney regarding form of contract award and notification.

During the subsequent *Implementation Phase* for each project, the PB&SC would provide the following oversight:

Project Type A – Professional Services

- Monitor and coordinate the work of all consultants
 - Establish a project schedule and identify deliverables
 - Ensure communications with school and district staff
 - Report periodic progress
- Ensure involvement of the Director of Facilities in all decisions and reports
- Provide reports and presentations to the Superintendent and/or BOE, as appropriate
- Review and recommend approval of all consultant invoices

Project Type B – Product Procurement

- Confirm documentation for product pricing and make recommendation to the District Purchasing Agent for issuance of Purchase Orders
- Track all costs and review against approved budget
- Establish delivery and installation schedule and coordinate with District Facilities
- Review and recommend approval of invoices

Project Type C – Construction/Renovation

- Coordinate scope review meetings with awarded contractor
- Establish project timeline with the contractor and monitor critical path and project deadlines
- Track all costs and review against approved budget
- Participate in project punchlist activities and project close-out together with District Facilities
- Review and recommend approval of all requisitions

During all phase of each project the PB&SC will work closely with the District Director of Facilities to ensure compliance with all District policies and standards. All project documentation will be submitted to and reviewed by district staff as appropriate and all final decisions regarding contractual issues and payment approvals will reside with the District. All services provided to the District by the PB&SC will be completed in a manner that augments District staff efforts and facilitates successful project implementation.

Newtown Public School District, Capital Projects
Public Building & Site Commission

March 25, 2014

ANNUAL COMPILATION OF DISTRICT PROJECTS (or periodically, as to be determined)

- Meet with District Director of Facilities (DF), Superintendent and BOE
 - Receive/review list of potential renovation projects
 - Prior to this meeting, DF to have received from each school a list of proposed renovation projects; DF to have conducted site visit to confirm work requested
 - DF and PB&SC to collaborate on determining priority list and integrated timeline
- PB&SC finalizes list of projects for preliminary review and authorization to proceed

PRE-APPROVAL PLANNING FOR EACH PROJECT

- PB&SC establishes Scope of Work for each project
 - Conduct on-site assessment, mtgs with building staff
 - Receive copies of all previous documentation
 - Meet with principal and/or custodial staff
 - Create written narrative and determine all consultants and trades necessary to implement work
- PB&SC establishes preliminary Budget for each project
 - Create high/low budget
 - Create cash flow analysis
- PB&SC establishes Timeline for each project, through close-out
 - Create integrated timeline for all proposed projects

PRELIMINARY APPROVALS

- Review scope and budgets with Director of Facilities, Superintendent and BOE
- Approve scope and budgets
- Present plan and budget to Director of Finance, Superintendent and/or BOE as required

PROJECT BIDDING AND AWARD

- Depending on the type of individual project, PB&SC to
 - For larger, more complex projects that require professional services (architects, engineering, etc.) – Develop RFPs for services and identify short list of potential consultants (Project Type A)
 - For projects requiring only product procurement – Develop RFPs for soliciting product price quotes and identify potential product manufacturers or distributors (Type B)
 - For minor renovation projects with clearly defined scope or for the construction of Project Type A above – Develop RFPs for construction bidding and identify short list of contractors pre-qualified for town projects (Type C)
- PB&SC to issue RFPs
- PB&SC to manage receipt of RFP responses

- Issue any clarifications or addendum
- Conduct pre-bid walk-thrus as needed
- Review responses for compliance with RFP requirements
- Tabulate and level price proposals
- Make recommendation to the Purchasing Agent for contract award
- PB&SC will work with the Purchasing Agent and/or Attorney regarding form of contract award

PROJECT IMPLEMENTATION

Project Type A – Professional Services

- Monitor and coordinate the work of all consultants
 - Establish project schedule and deliverables
 - Facilitate communications with school and district staff
 - Report periodic progress to PB&SC
- Ensure involvement of Director of Facilities in all decisions and reports
- Manage communications and presentations to the Superintendent and/or BOE, as appropriate
- Review and recommend approval of all invoices
- At the conclusion of any design/planning phase, and upon approval by the District, begin Project Type C tasks as outlined below

Project Type B – Product Procurement

- Confirm documentation for products and pricing and make recommendation to the District Purchasing Agent for issuance of Purchase Orders
- Track all costs and review against approved budget
- Manage communications with the Director of Facilities, Superintendent and/or school staff, as appropriate
- Establish delivery and installation schedule and coordinate with District Facilities
- Review and recommend approval of all delivery documentation and invoices
- Report periodic progress

Project Type C – Construction/Renovation

- Perform scope review meetings with District Facilities and awarded contractor
- Establish project timeline with the contractor and monitor critical path and project deadlines
- Track all costs and review against approved budget
- Manage communications with the Director of Facilities, Superintendent and/or school staff, as appropriate
- Participate in project punchlist activities and project close-out together with District Facilities
- Review and recommend approval of all requisitions
- Report periodic progress to the BOE
- Participate in project close-outs as required

All Projects

- Manage integrated project scheduling for all projects during a given period
- Provide continuous budget tracking and analysis for all projects, including cash flow projections