

D. I. b.

WEST HAVEN BOARD OF EDUCATION MINUTES
May 17, 2010
Facilities Committee Meeting

A Facilities Committee Meeting was held at Carrigan Middle School, 2 Tetlow Street, West Haven, CT on May 17, 2010. The meeting opened with a pledge to the flag. The meeting was called to order at 6:05 PM by Chairman Rob Saley.

**BOARD MEMBERS
IN ATTENDANCE:**

Rob Saley
M. Toni Paine
T. Sean Maher
Mark Palmieri
Eric Murillo
Howard Horvath, Jr.
Dorinda Borer
Patrick Egolum

BOARD MEMBERS ABSENT: Andrew DePalma

ADMINISTRATORS PRESENT: Neil Cavallaro, Superintendent of Schools
Anne Druzolowski, Assistant Superintendent of Schools
Dave Cappetta, Director of Finance

CITY OFFICIALS PRESENT:

**STUDENT REPRESENTATIVES
PRESENT:**

Rob Saley said tonight at our subcommittee meeting we will be discussing a couple of things. One of them is the thought that we might be moving down the road to Yale which depends on what we will be doing in our budget meeting tonight with regard to the closing of schools. He has Mr. Carney, Mr. Yacono, Mr. Belchak, and Mr. McGrath are here if there are any questions. Rob asked Mr. Carney to address the Blake Building, Molloy and Thompson. He wanted him to address square footage of the buildings, what kind of up-grades you might have to do, length of time it would take before we could move in.

Ken Carney said he can speak to the Blake Building and Molloy. The BOC issued a report detailing approximately \$135,000 that would be needed immediately to make the

Blake Building handicap accessible. \$35,000 of that \$135,000 would be used for a much broader plan for a permanent solution with the installation of a small addition in the front of the building and an elevator which would then meet all ADA compliance. In addition to the ADA deficiencies that exist in the building upon inspection from the Building Inspector and Fire Marshall we discovered there were several fire violations. Specifically we had fuel in cabinets and areas of refuge that were not properly marked. We are lacking signs and lacking identification in the boiler room, we had fire doors that did not meet egress code, we had doors that were being propped open which is also a violation so \$135,000 would solve those problems and begin a preliminary design for a more permanent solution for an ADA compliance scenario.

Rob asked Mr. Carney to address the square footage. Mr. Carney said the Blake Building I think is 20,000 sq. feet.

Mr. Carney stated that he, Superintendent Cavallaro, Sean Maher, and Rob Saley looked at Molloy with the possibility of moving to Molloy to house the BOE until the move to City Hall took place. We needed about \$150,000 to bring in our communication, phone systems, to put the proper swipe cards in, at various locations doors were deficient in the egress code, we were lacking a handicap bathroom and when you added all that up you were looking at \$150,000 and that includes furniture because one of the issues we were talking about is building permanent walls or partitions at approximately 35,000 to 40,000 for partitions. You would be taking a classroom and turning it into a business center or a center that is required by the BOE. Timing was an issue, we had other issues and we had asbestos issues. We would not be eligible for state reimbursement because it is pro-rated over 20 years and the state would not allow us to seek reimbursement at \$150,000 cost.

The pros were that the school had some parking for ADA compliance. We had correct doors in the right area for compliance, the bathrooms and some other facilities would come into the existing piping, the sq. footage in the upper rooms seemed sufficient for the proper programming that the BOE required, the location of the school, and the school has a new roof, boiler and things like that.

Rob asked Mr. Carney the square footage of the building 48 or 42. Mr. Carney said it seems a little high. 35 to 37 was the square footage. Keep in mind that a lot of the square footage does not lend itself to BOE activities so we were limiting the possibility to just one wing of the school.

Rob said because Thompson is on the chopping block just give us what your thoughts would be on Thompson. Mr. Carney said as far as turning it into a BOE facility? Rob answered yes. It doesn't meet the proper ADA requirements you have many of the same problems you have at the Blake Building. It would be in the hundred of thousands of dollars to make it happen. You have issues with leaky windows, and windows that weren't replaced over the years. In that scenario you are heating a much larger school for a smaller group of people. Rob asked the square footage of Thompson. Thompson is probably 25,000 sq. feet and I think the second oldest school in the district.

Rob asked if he had a chance to go to the Yale Building. He did not but has a blueprint of the building and the advantages are obvious. It is in move in condition, ADA compliant, no upgrade is needed, if anything goes wrong with the building leaky roof, bad elevator or bad door someone else replaces it. That is a state of the art facility.

Rob asked if there were any questions from the committee members. Sean Maher said of the \$135,000 necessary for the upgrade of the Blake Building is there a percentage that could be done in house and if so would that lower the price.

Mr. Carney responded that he thinks it is important and it is an excellent question by the way. We have the skill to complete that work in house. We don't have the resources. Typically jobs over \$10,000 go to Capital Improvement Projects and get subbed out to large companies. We have the skill to complete the work but while our people are doing that who is taking care of the other 11 buildings and the backlog of maintenance that is needed especially during summer hours. Even if you were successful in saving money with the Blake Building using in-house people you really loose that on the eleven buildings.

I don't think we even have the accounts available to buy those materials. Some of the specifications that have come through for the fire doors, the locking system, on call stations, I don't think the BOE even has an account set up for vendors and if we did we would pay retail not wholesale. For lack of a general contractor who performs this service means that anytime something came up that was unforeseen or not negotiated we would pay full price for that. If we ran into asbestos which we certainly are going to do the contractor would become responsible for that at a pre-determined negotiated price. We would have to stop the job, go out to bid, and bring in an asbestos contractor. That bid process requires four to five weeks to advertise and go through the proper search. We want one person to be responsible for the job, a licensed individual. That individual could be an engineer, a general contractor but somebody who has the insurance to back up their work in the event something goes wrong. We are not looking at our own people we are looking at people who have the insurance to pay for those kinds of situations. I think we have the skill to complete that work in house but I don't think we have the resources. Sean asked if he would say the same thing for converting Molloy School. Mr. Carney said even more so because we were fortunate enough at the Blake Building to have a set of plans that date back to 1996 that call for ADA compliance and we can use some of that. Molloy has no plans to convert over to ADA compliance. Howard Horvath asked who would draw those plans. Mr. Carney said an engineer would start from scratch.

Sean said the possibility of making multi use of Molloy was mentioned. The people in education would use part of the building and the other part could possibly be used for preschool and other use. Do you see a problem with it being a multi use building? Mr. Carney said no that would be the pros. The way the building is laid out quite easily if you had the money and time to use one room for BOE facilities and activities and use the gym and cafeteria and that end of the school to be used for some other function.

Eric Murillo said they had made very good points here regarding the swipe card and handicap bathrooms. Can you tell me what buildings, from all the buildings we have in our district, what buildings would be ADA compliant and comply with all the ADA rules; and which would be the best to house the BOE? Mr. Carney said right now it would be the Blake Building; any building can be converted to be ADA compliant but the most feasible at least for me -- Eric interjected, are you saying that none of our buildings are ADA compliant is that what you are saying? Nope we have -- most of our buildings are not totally ADA compliant Washington for example; we have no elevator. The high school at this point is ADA compliant. A certain amount of money has to be put into a facility to make it ready for BOE activity; phone lines, computer lines, office equipment, additional electrical lines to support the equipment the BOE uses. You have to have ADA compliancy, you have to have proper signage. You are changing (inaudible) and with that comes program responsibilities and upgrades and the Blake Building would offer the best option. #1 you wouldn't have to move out of the building #2 you have the basic shell in place already.

Eric said so you are telling me that the only school we have in our district that is ADA compliant is WHHS. Mr. Carney said no, I'm not saying that. Eric said that is what I am asking. You said to me the high school. Mr. Carney said I am not speaking to being just ADA compliant. Eric said Mr. Carney you know the buildings more than we do and I can't believe that. Rob interjected Mr. Murillo he is not at all the buildings Mr. Yacono and Mr. McGrath are. Eric said my apologies I take that back. Mr. Carney said the initial question you asked was what building would suit the BOE move with the least expense. The answer is the Blake Building. Just because a school is handicap accessible doesn't mean you have room for the BOE, doesn't mean you have the phone lines for the BOE, parking, and handicap bathrooms. Eric said I understand all that perfectly but the whole purpose of the Blake Building moving is because we are not ADA compliant and we have to spend \$135,000 to correct this. Mr. Carney said this is completely incorrect. You have an ancient structure that when you look back no money has been put into that building as far back as you can see. In fact there has never been state reimbursement money so no major remodeling has taken place. In 1995 and 1996 plans were drawn to convert that building to the proper use group for the BOE which included probably half a million in upgrades. The building is aging, the elevator does not suit ADA compliance and we received a letter from the elevator company saying this elevator has lived its life and should probably be replaced in the future. I'm not sure what shape the roof on the building is in and windows are open in the middle of winter to equalize the temperature inside so people can work. Forget ADA compliancy, Eric those doors do not suit the life saving needs of the workers in that building. They are not large enough and they don't swing the right way and there is not proper signage. The area of refuge that you go to in case of fire has no phone system to notify EMS. These are some of the things that are separate from ADA compliance that need to be done on that building as part of code mandated laws.

Eric asked if there are other properties that need as much work as the Blake Building or are in similar condition or is this the only building that needs all this work?

Mr. Carney stated if you move the BOE to another school and you would certainly need some of that work but what would you do with the students? Where are you going to fit 20,000 sq feet of office space in a school in West Haven I don't know where that school exists.

Eric said my point is this, I'm trying to find out the conditions of the buildings. I don't understand the mechanics, the structure, etc. and since you are the chairman of the BOC and you do represent us at the BOE that is why I am asking you what are the conditions of the other buildings? Mr. Carney said you are asking me the conditions of...the first question was the feasibility of those buildings housing the BOE. Now you are asking me for a facilities study on those 11 buildings. I don't have a facility study on those buildings. I can tell you the buildings vary in condition; some are excellent some need work. Washington has seen an overhaul of new windows and new boilers and is looking pretty good. The high school has some serious problems; the roof is 7 ½ million dollars to replace and must be done in the near future. You have walls and other issues and you have 925,000 square feet of school facilities in West Haven. You have probably 4 million dollars in assets and we spend less than 25 cents a sq. foot a year to maintain those facilities so at some point they are all in the same situation. Eric said, that is my point we are considering moving to Yale because we don't have \$135,000 but other buildings are deteriorating and we might as well move the whole BOE to Yale because all the building have issues. What do we do with all the asbestos, lead and handicap issues? To me we have to come to a real decision and we have to put some money in certain buildings; every building has issues. You have to put money into these buildings. Why move to Yale when you have these buildings.

Rob said we may consider moving to some of the other buildings that may be better suited for us based on age, structure etc. but that is just one part of the puzzle.

Dorinda asked if Yale has a swipe system. Mr. Carney said he believes they do. He had the IT department check out the Yale facility and there is no additional work that needs to be done. He believes the swipe card is there and Yale would make the necessary modification if needed to suit their tenants. Dorinda said at Molloy in the last 10 years we spent 239,000 in capital improvements. If a project is under 2 Million we are under an amortization schedule and we would have to take that money off from the project at the high school that the state reimburses us for correct. Mr. Carney said correct. If we are going to have to give back for all intensive purposes that money and take it off of the project isn't it kind of a wash? Mr. Carney said no for several reasons. In order to avoid any type of state penalty would mean you couldn't work on structures for 20 years and nobody has a 20 year plan; enrollment projections change, the needs change, and you always get tabbed with some type of penalty; everybody does. That \$239,000 is pro-rated over ten years it is not 100% give back; so a portion of that would go back. You are looking at State reimbursement of about 82 million for a new high school. Dorinda stated I didn't mean \$239,000 washes the 82 million I'm saying that a good portion of that 239,000 because it is on a 10 year amortization schedule that we would basically have to give back on the high school project. Let's say it is \$100,000. If you abandon the building and it is not for public use anymore then we do have to give that money back by

taking it off of future projects. Mr. Carney didn't know if you would abandon the building. Dorinda said according to the Dept. of Education the building must be for educational use or a good portion of the building has to be used for public purposes in order to not have to give that money back. This is something to consider if you don't continue to use that building for public use.

Dorinda said regarding the union doing the work at the Blake Building she can understand the elevator but what about that \$100,000 moving the file cabinets, changing the signs etc. In the last six weeks since we have met have we given the union the opportunity to do any of that work? Well, a couple of things, first of all we immediately moved the fuel that was in the refuge areas. We don't have the authorization to spend those funds on that list. We made a proposal to the BOE requesting those funds be authorized. I can't pull the trigger on any of that work. The result was the Superintendent met with the Fire Marshall and got an extension in order to give us a chance to do it. Again we certainly have the skill to do some of that work; we don't have the buying power, we don't have the resources, and we will not be taking care of the other 11 buildings while we spend the summer at the Blake Building doing the work a licensed engineer and licensed contractor can take responsibility for and do very quickly and buy those materials at a much cheaper cost. Dorinda said you think it would take them all summer to do that? You have walls that have to come down, doors 4 to 6 feet high that have to be installed, framing, taping, asbestos issues; again a contractor can bring in whatever is needed at a moment's notice; we can't. If we run into asbestos we have to stop the job, go out to bid or go through the council which still takes 3 – 4 weeks; it doesn't seem like the best use of taxpayer money to do the job in house.

Neil said another reason we asked for the extension is to allow time to have the board make a decision to see if it makes sense to go forward to do any work at all if in fact we were going to move. That was the logic I had for the extension.

Dorinda said I want to expand on what I think what Eric was saying about these buildings that are not ADA compliant. Our children are in these building and I think they all should be ADA compliant. If we have to make all these improvements for the Blake Building but the other buildings are non compliant do we have plans to make the other buildings compliant?

Mr. Carney said those plans would require an application from the State Dept. of Education and you go on a two year waiting list, you would have to get authorization from City Council in order to do those projects. The better move is a complete facilities Study so we can identify exactly where the deficiencies are. We have a situation at Mackrille right now where with the lack of a facility study or a really good plan we went ahead and put an addition on Mackrille and the result is a \$258,000 fine from the State of Connecticut because we built the building 2,800 square feet larger than we should have, we had locker rooms over there that have never been used, and showers for students, so the way to get ahead is to do a facilities study and an enrollment study so you can focus on exactly what each building needs.

Dorinda said when we did the walk through at Molloy would the BOE personnel and kindergarten fit at Molloy School together. There are 280 kindergarten students in the AM and 280 in the PM.

Neil said we have approximately 16 kindergarten teachers plus the BOE I don't believe they would fit it is not likely.

Dorinda asked if there has been any discussion in the past weeks about renting Molloy. Mr. Carney said when he looks at Molloy he looks at it really from a business standpoint I don't have the relationships with the employees like the BOE has; so it is certainly easy for me to consider that. When I look at Molloy I see a facility that has a lot of property, that should stay in the BOE hands because that would be the last future site to build a school if you need another school. The site is close to the highway easy access to the school and is in excellent condition for many reasons and that school could probably end up bringing in \$300,000 a year as a rental to an education group.

Dorinda appreciates that input but her question was did anybody have any conversation with any outside sources about renting that building. Mr. Carney said not to his knowledge, no. Dorinda then asked Neil the same question and he responded not that he is aware of. Dorinda asked if there were movers on site at any of the locations in the past couple of weeks. Mr. Carney said define movers. Have we had any movers price out the move from the Blake Building to Yale or to price out Thompson to Carrigan. Mr. Carney said not on the timeframe you just asked. Previously Tammy had received a price to move the Blake Building to Yale. Dorinda asked what Anquillare Movers were in for last week. Neil said they were in to see what it would cost to move some of the operation at Thompson.

Sean said what sort of guarantee do we have if we move to Yale that it will only be for two years. Mr. Carney said his sense is they would throw you out after two years. City Hall will certainly be ready in less time than that. The desire is to get the BOE into City Hall and one way to finance that is to move the BOE to Yale for a short time. My understanding is Yale does not want you there longer than two years. Sean said so the City Hall project would come in under two years. Mr. Carney said absolutely.

Toni Paine wanted to know if the \$135,000 figure included the elevator. No it included modifications to the existing elevator to move the controls to be more friendly to that person but the entire elevator itself needs to be addressed.

Rob Saley asked Mr. Carney to touch on the State giving us \$1,300,000 for building out the City Hall. Mr. Carney said we applied to the State for reimbursement on the City Hall renovations. That reimbursement is limited to the portion the BOE would use. That reimbursement came in at 1,300,000 and we would have to back it up with receipts and contracts etc. in order to realize that. That number represents exactly 50% of our existing Reimbursable money (inaudible). Rob asked if the City could do anything right now did the State officially approve this. Mr. Carney said his understanding is the most complicated channel have been approved now there is a package to be approved and he is

not sure exactly what the next steps are. If something is denied many towns are denied not just West Haven. Rob said the 1.3 would let us go out to bid for any type of architectural services. You have to wait a little longer to make sure it is a done deal. You lose your reimbursement if you move ahead with some of the services before your approval. Rob said once the approval is given from the State would you give us a time frame on how long it would take because that is the actual main theme of this whole.. . Mr. Carney said well here is what we've got we've already got the BOE Program into the state, we drew upon studies that were done in previous years that allow us to identify and do all the discovery at City Hall for that. It would be a matter of putting out to bid the architectural services and fine tune that, input from the BOE and City Council in assurance to the exact sq. footage etc. My sense is you are looking at approximately 3 months for that to take place at which point you have construction & drawing going on and put it out to bid. It will be basically making a move at this point as all the asbestos has been removed. There is not much demo any demo at this point so if it takes a year to build out which I can't believe it will you would still be under the two year mark.

Rob asked if there is anything we can do in house with that because it is going to be a BOE facility maybe Mr. Yacono can address that a little more. Obviously we are looking to save as much money as we can. There have been a lot of contentious issues about whether or not we can do this or we can't. Mr. Carney said it is not a question if we can do it the question is can we do it cost effectively. The answer is we don't have the resources which is the buying power and the manpower. Even though we have the skill without the resources we can not do it effectively and it is not in my opinion the best way to utilize tax dollars. When a company comes in from outside you get the energy price, they are held with a bond issued for performance, and they are 100% responsible. Typically anything over \$10,000 goes to Capital Improvements to outside companies because we don't want to tie your people up who need to do all the preventive maintenance and all the things that need to be done during the summer to get a schools ready. You will lose those people. It will end up costing you more money so you may save it on the .. (inaudible) but it will certainly cost you in the end. Mr. Saley said in all due respect Mr. Carney I would like to hear from the guy who knows his guys if you don't mind. Mr. Yacono said he would think that it would have to be engineered like Mr. Carney said and then we can actually look at it to see if there is anything that we could do. We do have electricians, we do have plumbers – but the bottom line is you still have to have someone carry the bond and liability for it. We have done many projects but we would have to look at it. I couldn't say right now because I haven't been involved in it. Rob said so you feel once the drawings were completed we might be able to do some. Joe said we have in the past.

Eric asked Mr. Carney how much did he say we would get if we rented Molloy out. Mr. Carney said his guess is about \$300,000 a year income. If you had a school system whether it be a religious school that needed a facility. Eric asked what about taxes? It is a city owned property so you can't tax it but you can certainly build into the lease the income you want in lieu of that.

Dorinda asked if there was a reason all employees at the Blake Building have to stay together. Neil said we could look at anything but my feeling is it would certainly be convenient to have David, Anne and I together in order to be able to get together at a moments notice. Our Special Ed Department needs to stay intact although where I don't have an answer. We would like our Curriculum Coordinators in the building but if we had to station them in a school we could do that. We have regular meetings with our coordinators that could be arranged.

Rob asked Mr. Carney to discuss the other item on the agenda the discussion of RFQ conversion into an RFP for Facilities Management. We have looked at this because we feel it could be a cost savings measure. We wouldn't be approving anything. Mr. Murillo and I sat in on an all day interview process. Mr. Carney said many cities and towns are prioritizing the management of their facilities operation. The model that works best is the BOE retains their employees and an outside company comes in with major resources in the form of manpower and knowledge having worked with other towns and they are able to offer savings. That savings comes in with the re-writing of the contracts the BOE has with vendors, we have approximately \$400,000 of contracts. They have a two year cycle. Each contract takes a professional to re-write. Presently many of these contracts sit on paperwork provided by the vendor who have their own best interest at heart. An outside facilities management company would have copies of these contracts to save money immediately. They identify each use of equipment in all the buildings. They would identify and create a maintenance log for all the equipment. He has 48 people in the field in his business with 7 managers the BOE has 75 people and 2 managers. It is almost an impossible task to manage that many people at 12 locations; an outside facilities management company can come in and offer assistance with outside vendors and with the in-house personnel. We advertised an RFQ, 7 companies sent their credentials in, 3 of them met the requirements and those three companies were interviewed by the BOE members, Superintendent, Business Manger all the same questions were asked to each company and each company was scored by each of the individuals separately. Those companies are ready to submit proposals on what it would cost to provide the above mentioned services including energy management and savings. Their track record has been a minimum of 1M a year in savings and their fees are much less than that. If allowed to proceed to the next step which is to put it out to bid we have a mechanism in the bid that says the board members have to approve the use of the facilities manager and that even though you put a bid in we don't have to give the job to anybody. So it is not committing the BOE but it is getting some numbers so the BOE can say for X amount of hundreds of thousands of dollars we are going to save millions of dollars maybe it makes sense to do it maybe it doesn't. If you don't do this soon those contracts will have to go back out without the input from the facilities manager and we will be in my opinion paying too much for services.

Rob said it is going from and RFQ to an RFP in process. It doesn't cost the board any money at this point. I'm hoping some people in the union and Mr. Yacono and Mr. McGrath will be all involved in this together. We did discuss the facility study and this is something that these companies can help us with. (A further discussion ensued about equipment, lifespan, replacement cost).

Sean Maher wanted to clarify one more time if we do go to an RFP there is no commitment for the BOE to take one of the proposals. Mr. Carney said that is correct and reiterated what was previously stated. The issue is if the board wants to authorize this each of the 3 companies that made it through the RFQ would have to come in and spend about a week to know what they are bidding on. It would take us about a week in a half to write the RFP. We are under state mandate for sprinkler work, sprinkler inspections, fire alarm inspections all these things in my opinion have been written against the BOE . A further discussion ensued.

Eric said so you haven't written an RFP yet. No I won't write the RFP unless the board gives their approval. Who writes the RFP besides you? Rob said he was hoping to get Eric, a union member, Mr. Yacono, Mr. McGrath and himself on board for that. Eric asked for a copy of the RFQ. Rob was supposed to give it to you.

Dorinda said they put performance guarantees into the contract. Mr. Carney said they could. I think a performance guarantee is essential and quite frankly there are so many areas to improve it will be very easy for them to reach that goal. Dorinda said if it went out to bid you would put in a minimum amount of performance guarantees that they would have to realize. Yes but I would ask the BOE to sit down with their attorney for two hours before this thing went out an view it in detail. Dorinda said if you put performance guarantees I would suggest they would not be related to personnel only to operations. No, strictly dollars. You have to be careful we just want the resources, the guaranteed savings, the ability to supplement what Joe and Mike do on a day to day basis, etc.

Eric asked if this RFP is only for management or is it for custodial and facilities? Rob said this is kind of a grey area. My original idea was to have somebody who could come in and do the whole thing but Mr. Carney and Mr. Yacono and Mr. Cavallaro can you shed some light on that.

Neil said originally we did talk about the rink a little bit and the stadium and swimming pool have also been mentioned. I would be of the opinion that we bring in one group and have them look at all of our facilities first and let them decide if they were capable of either making money or at least to the point where we break even. We could look at the rink separately if you want to. I would think one company can look at all the buildings and facilities and then offer an opinion on what we can do.

Eric said when you did the RFQ you did not look at the rink or the stadium. Mr. Carney said the RFQ was specific to bear qualifications in managing a school system. The RFP will be more specific. Every facility should be on the table.

Rob asked if there were any more questions. He then said this is at no cost to us it is just converting a RFQ to an RFP. I would like to ask for a motion to do this to present it to the board so we can vote on it tonight.

Neil wanted Rob to clarify if depending on the committee's go ahead he wanted the RFP written prior to bringing it to the board or you want to bring the idea to the board tonight. Rob wants to bring the idea to the board tonight.

Eric Murillo made a motion to bring it to the board tonight for discussion.

Sean Maher seconded the motion.

No discussion

Motion passes and will be presented to the board tonight

Item #10-39 Discuss the conversion of an RFQ to an RFP

Rob Saley asked for a motion to adjourn the meeting.

Mark Palmieri made the motion to adjourn the meeting.

Eric Murillo seconded the motion

All board members present were in favor.

The meeting ended at 7:00 PM

Respectfully submitted,

Marylou Amendola

Board Secretary