

**Board of Selectmen
Regular Meeting
Tuesday, February 25, 2014**

Present: First Selectman Dan Jerram, Selectman Jack Casey, Selectman Alesia Kennerson
Others Present: Mike Companik, John Wilhelm, Steve Tuxbury, Reggie Smith, Tom Goddu, Bud Butler, Roy Litchfield, Bob Moore, Maria Moore, Penny Miller, Administrative Assistant Christine Hayward.

First Selectman Jerram called the meeting to order at 6:58 PM, noting that since all of the Selectmen were present and the 'public portion' of the meeting would be delayed until 7:10 to allow public the chance to get to this alternate meeting site, he would entertain a motion to enter into Executive Session and get that agenda item taken care of.

MOTION: by Casey, second Kennerson to enter into Executive Session at 6:59 PM in order to discuss matters of pending litigation; Case VS Town of New Hartford – boundary line dispute.

Unanimous.

Casey, Kennerson and Jerram entered into Executive Session at 6:59 PM (note: the Selectmen left the meeting room to find a secluded spot).

The Selectmen re-entered the meeting room at 7:09 PM. First Selectman Jerram noted, for the record, that no action had been taken as a result of the Executive Session discussion.

First Selectman Jerram noted that the public portion of the meeting would begin and formally called the meeting to order at 7:10 PM.

MINUTES: **MOTION:** by Kennerson, second Casey to accept the minutes of the Board of Selectmen meeting dated January 13, 2014 as presented.

Selectman Kennerson asked that a change be made to a sentence on Page 2.

The original sentence read *"All Selectmen concurred that time is of the essence with making necessary repairs and that there would be significant turn around time if the Town were to go out on their own to find contractors."*

Kennerson suggested that it be changed to read *"All Selectmen concurred that time is of the essence with making necessary repairs and they were concerned that the construction period would be lengthened if the Town were to go out on their own to find contractors."*

All Selectmen agreed to this suggestion and the minutes were approved as amended. *Unanimous.*

Opportunity for Public Comment:

Reggie Smith addressed the Board, stating that he had had the opportunity to stop at Town Hall and took a tour of the affected areas of the building. The Board of Finance was alerted to the sprinkler head concerns and

Reggie, being a member of that Board, stated that after personally seeing the issue, he felt it would be prudent to get estimates to make changes to the system and bring that to the Board of Finance for consideration. First Selectman Jerram noted that cost is a definite concern due to the fact that insurance will only pay for restoring to the “pre-flood” condition; but agreed that getting estimates for fixing it “right” would be prudent.

Mr. Fitzgerald commented that he was not sure that he would still be in attendance at the meeting when the agenda item pertaining to the WPCA 130K loan modification would be discussed; but stated that there are terms to the loan repayment that were agreed to by Town Meeting resolution and therefore, he felt that any proposed changes to that agreement needed to go back to a Town Meeting for approval. First Selectman Jerram agreed that any recommendation for any changes would need to be approved by the Selectmen, Board of Finance and then Town Meeting.

Tom Goddu – history trail:

First Selectman Jerram introduced New Hartford resident and stated that Mr. Goddu was present to discuss an idea he has regarding establishing a “history trail” in New Hartford. Jerram noted that Mr. Goddu has already met with the Economic Development Commission and other groups in town regarding this idea. He is seeking consensus from various groups/organizations to move this idea forward.

Mr. Goddu explained that the mission of this project is to “connect with our history and enable us to share our stories.” His vision is to have “markers” in various locations throughout town that can be scanned (QR codes) with a mobile phone that takes you directly to the internet where a fact will be displayed relative to the chosen location. Goddu sees this as a way to increase foot traffic and appreciation for the downtown area. Goddu noted that he envisions New Hartford as being a “beta” test for a national trail. He stated that he is seeking donations/financial support from various sources in order to move this idea forward. Selectman Kennerson asked him if he was considering forming a 501c3 for this initiative. Goddu replied that he was considering that, but first he would need to collaborate with a lawyer and/or accountant in order to take any action in that direction. Mr. Jerram commented that he thought the proposal was great and he liked the idea; adding that he supported the Economic Development Commission considering funding this program. Selectman Casey offered to introduce a motion to show that the Board of Selectmen approve this initiative.

MOTION: by Casey, second Kennerson to give Tom the ‘green light’ to go forward with the pilot program. Selectman Kennerson cautioned that when it comes to funding, there should be a ‘bona-fide’ organization in place. Mr. Jerram added that he had received e-mails supporting this initiative from Anne Hall and Pat Casey.

Unanimous.

School Building Committee- update; Bud Butler:

Denton Butler and Roy Litchfield, members of the School Building Committee, presented information regarding the Antolini School Renovation Project to the Selectmen. Mr. Butler noted that he had a hand out that showed the project broken down into facilities conditions and roof and windows. The roof and windows portion of the project amounts to about half of the total project costs. The roof is eligible for a higher reimbursement than the windows. The Selectmen asked questions about the scope of the project. Questions were asked regarding several of the priority ratings. Ms. Kennerson asked if the Board of Education has made any recommendations regarding the project scope. Butler replied that according to the Superintendent of Schools, there was a

consensus among Board members to do the complete project. Mrs. Miller, member of the Board of Education present at the meeting, was asked if the Board of Ed has approved the scope. Mrs. Miller confirmed that they had voted to approve the project in total at the Board of Ed meeting held earlier that evening. Mr. Butler commented that the School Building Committee was in agreement with that thinking. First Selectman Jerram asked what the proposed timeline was.

Butler replied that construction should begin in 2015; The Building Committee would encourage that the project go out to bid at the end of the 2014 calendar year.

A lengthy discussion of scope and cost ensued; with several questions being posed to Mr. Butler and Mr. Litchfield.

First Selectman Jerram noted his concern with approving a \$6 million dollar school project without looking at all of the municipal needs; specifically the bridge projects that are looming. Jerram also noted that the overall total municipal growth over the past few years has averaged approximately 400K per year; further stating that adding that much in debt service alone in a year where there is no Grand List growth is a challenge. Jerram commented that there needs to be a balance of the needs of the entire town, not just in the education area. Windows, doors, boilers, and the roof have all been discussed as projects for consideration over the years. The boilers have been attended to; school security concerns have been approved. However, some of the areas included in the present scope (i.e. kitchen) were recently added.

Selectman Casey agreed that he would like to see some relief provided to the taxpayers and therefore he did not think that the entire project should be done all at once.

Kennerson asked what the estimate would be if air handlers were included as part of the roof, door, windows portion of the project. Butler replied that it would be an increase of approximately \$285,000. Mr. Litchfield expressed his concern with the direction that the Board of Selectmen seemed to be going in. He stated that the Board of Education did not ask for a breakdown of the project – they supported the whole thing. Ms. Kennerson stated that she felt it would be prudent for the Board of Ed to be presented with the breakdown that was in front of the Board of Selectmen to consider. She stated that she could not support the project in total at this point.

Jerram commented that the public needs to be made aware of the capital projects that are pending and it is important to see what they can tolerate. The First Selectman stated that the end goal is to put forth a project that will be successful at the polls. Jerram told the School Building Committee members that he appreciates the work that they have done and he understands that the Board of Education would want the entire project to move forward, but the Board of Selectmen needs to be concerned with the needs of the entire town. Jerram stated that he would send a letter, on behalf of the Board of Selectmen, to the Chairman of the Board of Education asking the Board to consider a split project.

Capital Projects:

First Selectman Jerram stated that \$90,000 had been appropriated for bridge improvements to allow for preliminary work and testing to be completed. Maple Hollow Bridge had been placed in year 3 of the capital plan in anticipation of test results showing that the bridge was in need of major repair. Results of core testing have been received and the news is good. The bridge deck can be repaired; however, additional capital funds

would need to be secured in order to move forward with the repair during the 2014-2015 fiscal year. Kennerson asked what the chances were of receiving funding for the Carpenter Road Bridge. Jerram replied that the bridge program funding has not been secured by the Legislature yet; therefore, it remains uncertain. He stated that he would send a note to Senator Witkos and Representative Semanski seeking their support to get funding for the program.

Town Hall Recovery Status/Operations Updates:

First Selectman Jerram opened this agenda item by stating “yes, we have sand and salt.” He noted that this was a concern of many area towns as supplies are diminishing and refills are hard to come by. New Hartford is in good shape, with an adequate supply of both.

Selectman Casey asked if there was a timeframe for the ‘re-opening’ of Town Hall. Jerram replied that it is hoped that repairs will be completed by the beginning of April.

Jerram informed the Board that change orders amounting to \$6,686.40 for expenses not covered by insurance have been approved to date. These include things like extra electrical outlets, an upgrade to LED lighting (which will provide savings in energy costs) and a ‘pass through door’ connecting the Tax Collector and Town Clerk’s office (which allows for improved customer service as staff will be able to assist residents in the adjoining office, if needed).

Concerns continue regarding the configuration of the current sprinkler system. Options have been presented regarding adjustments that could be considered. The estimates are approaching the \$20,000 mark. Jerram stated that he is not in the position to make any judgements regarding the proposals received as he has no expertise in the field. He stated that he will be bringing this issue before the Board of Finance to see how they would like to handle this. Mr. Litchfield questioned the costs, stating that it has been his experience that a sprinkler system costs \$5.00 per square foot to install. Jerram stated that he can only present what he has been told, as he has no personal expertise in the area. Selectman Casey stated that his only concern is that ‘we get it right.’

Appointments

First Selectman Jerram stated that this agenda item will be a place holder to be used as needed.

WPCA – 130K loan modification:

First Selectman Jerram stated that he felt that any modification to the \$130K loan granted to the WPCA several years ago needs to have a fixed payment plan attached to it. He added that there needs to be a level of detail that includes payment due dates stating how and when the payments will be made. He stated that this would be similar to debt service plans now in existence.

Pension Plan Revisions:

First Selectman Jerram updated the Board on the status of the restatement of the current pension plan. Jerram noted that the Pension Board had recommended that some of the language in the current plan be modified to meet current IRS regulations. The re-write has been completed and will need to be presented at Town Meeting for approval. Additionally, Jerram noted that the bargaining units that receive the benefits of the plan had agreed to ‘sunset’ this plan as of July 1, 2011. The unions have already agreed to this change; but it will need to

be formally recognized at Town Meeting. A second component to be approved at Town Meeting is the formal adoption of an ordinance that outlines the responsibilities of the retirement board as it relates to the administration of a defined contribution plan. Jerram noted that he is waiting for this ordinance to be completed by Attorney Kelly Hawthorn Smith of Shipman and Goodwin.

Discussion of Special Meeting dates for Budget Workshop and WWTP refinancing Subcommittee:

Mr. Jerram noted that it is budget season and things are a little behind due to all of the interruptions caused by the Town Hall repairs. He suggested that a workshop meeting be called so that the Board can discuss the budget and devote the time needed to that one item. Jerram also stated that he and WPCA Chairman Bill Michaud had been working together on a refinancing plan and that it might be prudent to also schedule a wastewater treatment plant refinancing meeting that same evening so that the proposal can be discussed.

The Selectmen agreed to meet Tuesday, March 4 at 6:00 PM for a budget workshop, with the subcommittee meeting being held at 7:00 if it were agreeable to all.

Correspondence:

The New Hartford Womens' Club has offered to "spruce up" the Preschool Cabin as a community project. E-mail correspondence was received from one of the members seeking permission to plan for this. The Selectmen felt this was a great idea and thought it was 'wonderful to have their help.' A letter will be sent asking that they coordinate this effort through the Selectman's office for now.

Correspondence has been received from the Western CT Convention and Visitors Bureau seeking a volunteer from New Hartford to serve on their Board. Selectman Casey offered to reach out to a local resident to see if he might be interested in taking this on.

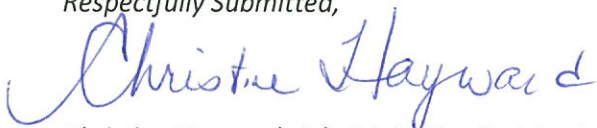
Any Other Business to Come Before This Board:

Selectman Casey expressed his concern with some 'surveyor pins' he noticed along the Kearney Trail at Brodie Park; located about 400 feet in. He felt that they were dangerous. Jerram replied that when the weather improved, he would have a member of the Town Crew check into this; but noted that if they are survey pins, there isn't much that can be done to them. It is illegal to tamper with survey pins.

MOTION: by Kennerson, second Casey to adjourn at 9:17 PM.

Unanimous.

Respectfully Submitted,



Christine Hayward, Administrative Assistant

Facility Assessment Recommendation Antolini School

An engineering and architectural review of seven (7) discrete disciplines has been carried out at Antolini School through the Facility Assessment (FA) process. The review includes: Mechanical, Electrical, & Plumbing (MEP); Structural; Roof; Architectural; Site; Code Analysis; and Accessibility. (Electronic copies of the entire (156)-page report are available for BOF member and the public review through the office of the Superintendent of Schools.)

The Facility Assessment lists and prioritizes all those remediation and replacement changes examined and recommended by KBA. The attached financial summary is an estimate of the total FA project value, less an estimated amount of overlap charges reflected in the implementation of our current Security Project for Antolini School.

It is the professional opinion of our Architect and the consensus of the SBC and BOE that a project embracing the full spectrum of remediation and repair identified in the FA be considered to correct the deficiencies identified in the KBA report.

Our proposal reflects the following practical and prudent considerations:

- The roof leaks - emergency repairs have previously been employed.
- Code violations need only be reported to authorities to invoke an order for repair. Involvement of the Fire Marshall in the FA resulted in a "30 day letter" to repair issues. Once observed, ADA and code issues cannot be overlooked.
- Certain economies of scale can be recognized in a total project approach. KBA estimates those economies to be in a range a 10% savings.
- One project minimizes the student disruption factor.
- KBA is currently observing escalation of pricing exceeding pre-bid estimates on all phases of work identified in the FA Report, especially roofs. Annual adjustments are now pegged at 5%.
- There is an advantage to early lock-in as State reimbursement rates are on the decline. (2002 - 51.43%; current - 43.57%)
- One Bond is less expensive than multiple bonds.

(Two Plausible Project Scenarios Are Attached)

Discussion Document

Opinion of Probable Construction Cost

Ann Antolini School

Facility Conditions Estimate

1. Construction Cost (Hard Cost)

	Area	Cost
1. Site Development	8 Acres	
2. Site Upgrades		474,950
3. Building Construction	54,615 Sq Ft	3,014,250
4. ADA Compliance		542,900
4. Hazardous Material Allowance		366,500
Subtotal		4,398,600

2. Priority Cost

Priority 1 Items	2,616,000
Priority 2 Items	1,212,500
Priority 3 Items	95,100
Priority 4 Items	475,000
Subtotal	4,398,600

Total Construction Cost	4,398,600
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2. Owners Expense (soft Cost)

1. Contingency	439,860
2. Design Contingency	219,930
3. General Contractors Overhead and profit	659,790
4. Soft Cost	439,860
5. Escalation (5% per year for 2 years)	450,857

1. Contingency is for unforeseen or added scope during construction
2. Design Contingency is used for any design changes prior to final bid set
4. Soft cost - Testing, Special Inspections, Legal Fees, Printing, Bid Advertising, Surveys, Insurance
5. Escalation - Original estimate 5/18/13 Start of Construction anticipated 6/15/15

Total Project Cost	\$ 6,608,897
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State Reimbursement based on the DRG	-1,520,046
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23%

Cost to New Hartford	\$ 5,088,850
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Reimbursement is affected by student enrollement and building square footage

Opinion of Probable Construction Cost

Ann Antolini School

Roof and Windows Estimate

1. Constructions Cost (Hard Cost)

	Area	Cost
1. Site Development	8 Acres	
2. Site Upgrades		0
3. Building Construction	54,615 Sq Ft	1,906,450
4. ADA Compliance		0
4. Hazardous Material Allowance		366,500
Subtotal		\$ 2,272,950

2. Priority Cost

Priority 1 Items	
Priority 2 Items	
Priority 3 Items	
Priority 3 Items	
Subtotal	

Total Construction Cost \$ **2,272,950**

2. Owners Expense (soft Cost)

1. Contingency	227,295
2. Design Contingency	113,648
3. General Contractors Overhead and profit	340,943
4. Soft Cost	227,288
5. Escalation (5% per year for 2 years)	232,977

1. Contingency is for unforeseen or added scope during construction
2. Design Contingency is used for any design changes prior to final bid set
4. Soft cost - Testing, Special Inspections, Legal Fees, Printing, Bid Advertising, Surveys, Insurance
5. Escalation - Original estimate 5/18/13 Start of Construction anticipated 6/15/15

Total Project Cost \$ **3,415,100**

State Reimbursement based on the DRG -785,500

Cost to New Hartford \$ **2,629,600**

23%

Reimbursement is affected by student enrollement and building square footage