

## COMMITTEE ON JOINT SCHOOL BUILDINGS

**April 27, 1999**

**6:30 PM**

Chairman Higgins called the meeting to order.

The Clerk called the roll.

**Present:** Aldermen Pinard, Girard, School Committee Members Herbert, Healy, Higgins

**Absent:** Aldermen Klock

**Messrs:** F. Thomas, D. Houle, D. O'Shea, K. Sheppard, F. Marinace, Principal Baines, R. MacKenzie

Chairman Higgins noticed that an item was missing from the agenda. That is the acceptance of the minutes of the last meeting.

On motion of Alderman Pinard, duly seconded by Alderman Girard, it was voted to accept the minutes from the last meeting.

Chairman Higgins addressed Item 5 of the agenda:

Jr. High School Tec Ed --

- (a) Project Summary Report
- (b) Architect's Report (attached)

Mr. Thomas stated the Jr. High Tech Ed Project; we would like to recommend that this project be closed out because it is completed.

Chairman Higgins asked do we have any retainage on this.

Mr. Houle answered the retainage has been paid.

Chairman Higgins asked weren't we supposed to come up with some kind of a policy for accepting projects.

Mr. Houle answered I believe the last page of the agenda...well it is not on the agenda but there is an item for the Committee's consideration.

Alderman Girard stated I would like to note a typo in this, Madame Chair. It should be "the appropriate assistant school superintendent."

Chairman Higgins asked if this is our proposed policy, how is it that the retainage was paid before we accepted the project.

Mr. Houle answered this is a proposed policy. It hasn't been adopted yet. I believe Mr. O'Shea has a comment on this.

Mr. O'Shea stated this project where we have been phasing in the Tech Ed projects; there is a balance as far as computers of \$87,000 and almost \$48,000 in shop tools. The only question is if the project is closed out that means we can no longer expend any funds.

Mr. Houle replied that would not be the intent. The intent would be to close out the construction phase.

Chairman Higgins asked how soon to you expect to spend that money, Mr. O'Shea.

Mr. O'Shea answered probably by the end of the summer.

School Committee Member Healy asked who accepted the project. Who gave the final acceptance on the project.

Mr. Houle answered the architect, the principal, PBS staff, and myself.

Alderman Girard asked the approval process to accept this project is the one that has been followed for some time now which was set-up how many years ago.

Mr. Houle answered there has been no clear process. Generally speaking, if there were no problems I would just make the final payment, pay the retainage, and that would be the end of it. There has been no clear policy.

Chairman Higgins stated there was no policy and that is why we asked for one because we haven't been entirely satisfied with some of the work that has been accepted and the way it was accepted.

Alderman Girard replied I just happen to remember some discussion that took place before I was an Alderman where the school principals were given sign-off authority because there was a project and I don't remember what it was, that was signed off on. It wasn't up to par and at that point the school principal, I think, was the one that brought it to our attention and it was decided then that in addition to the architect and PBS that the school principals would have sign-offs. So there may have not been anything in writing like we have before us, but there was a rule of thumb that has generally been followed for some time and my point was to say that that rule of thumb has been followed here.

School Committee Member Healy stated my further point on the matter was that we go more extensive into who is doing the acceptance and that we just don't follow what was followed in the past because of what happened recently. That was my point for asking.

Chairman Higgins stated I want to put this policy aside and we can discuss it under other business because this is the first time we have seen it, but does anyone have any other questions as far as closing out the construction of the Tech. Ed. for the junior highs.

On motion of School Committee Member Healy, duly seconded by Alderman Girard it was voted to accept the close out of the construction phase of the project.

Chairman Higgins asked now as far as the \$48,000 and the \$87,000 how does that work out with the Joint School Buildings Committee, Mr. O'Shea. Do you report back to us or do you report back to the School Board? How does that work out?

Mr. O'Shea answered when we are finished with this it goes through PBS as far as the billing and it would then be reported out to this Committee.

Chairman Higgins asked so we will be looking at your to get some report as to where it is at.

Mr. O'Shea answered yes.

School Committee Member Healy asked what is the reason for skipping around the agenda.

Chairman Higgins stated I just want to get the things we have to vote on out of the way so we have time for discussion.

Chairman Higgins addressed Item 6 of the agenda:

Parkside Jr. High School Addition --

- (a) Project Summary Report (attached)
- (b) Architect's Report (attached)
- (c) Rm. 214B Air Conditioning/Computer Room

Mr. Thomas stated we want to inform the Committee here that we will be going ahead with Item C, Rm. 214B Air Conditioning/Computer Room. It has been estimated at \$18,250. That money will come out of contingency that was allocated to PBS as part of the project.

Chairman Higgins stated at our last meeting, this was something that was sent back to the Building & Sites Committee because it was a change to the plans and it went back to Building & Sites and we asked the questions regarding why this was coming up at this point in time. We received a satisfactory answer. It was approved through Building & Sites and now it is being sent back to this Committee.

Alderman Girard replied if I recall this Committee had requested Principal Wade and whoever else might be appropriate to come address this item and why this came up at the last minute. I do not see Mr. Wade here and with all due respect to the Chair, whatever recommendations or discussions took place at Building & Sites that you may have found acceptable, I, as an Alderman faced with an \$18,000 change order on something that should or shouldn't have been taken into account ahead of time am not comfortable voting on this item.

Chairman Higgins responded I understand that and now that you mention it I am recalling it and I will take responsibility for that. I forgot that you wanted Mr. Wade here. We just figured that we sent it to Building & Sites. He came before our Committee and we asked him those questions. You are right, he didn't come back here.

Alderman Girard stated maybe you could share some of the answers to the questions we raised with the Committee, Madame Chair.

Chairman Higgins replied off hand I remember that we asked why it was coming up at this point in time and they gave us a chronology of what had been happening and it is something that didn't just come up at the last minute, it was something that they had asked for all along. Was that your recollection?

Alderman Girard responded if I could make a point here. I am having difficulty in this Chamber hearing when people don't speak into a microphone. If everyone, including Mr. O'Shea who has periodically addressed us, could make sure that they have a microphone under their nose and I think the Clerk will find it a lot easier to do the transcription when they can hear what is being said also. Thank you.

School Committee Member Herbert stated the only thing I remember about our conversation in the other Committee was that I think you had a question as to why didn't we plan for this kind of facility in our school and how did we build a school without taking into account computer rooms and that kind of thing.

Alderman Girard replied I guess I also wanted to know why the existing computer facilities were inadequate and thus required a \$20,000 change order to this construction project.

School Committee Member Herbert responded the basic answer I got was that, in fact, the timeline on this construction, not this particular project but the building itself was prior to plans for the computer facilities so this was a newly designed feature of the school. I remember your question and I remember discussing it with them. I said he raised a good point and how come this is a big surprise and why do we need a big change order. The fact of the matter is it was explained to me that the way the design was done originally with the school...I mean there weren't facilities like this in the school when it was originally designed so this is a new facility as part of this project. In other words they didn't forget something before. This is the first time they had an opportunity to do this kind of thing.

Alderman Girard asked well why wasn't it incorporated into the design from the beginning if that is the case.

Chairman Higgins answered we have the architect here.

Alderman Girard asked before he addresses that, are we going to be going to Southside and Hillside and spending \$20,000 on computer facilities for those schools.

Chairman Higgins answered let's deal with your original question. Mr. Marinace, were you at that Building & Sites meeting when we asked those questions.

Mr. Marinace replied no I wasn't at that meeting. The reason there was no computer room in the original design is that what was requested was a plain classroom. The only thing different from a plain classroom that was requested was a sink in half the classrooms so they could be used as some sort of labs. So

the request was for plain classrooms with sinks in half of them. Period. That is what was requested. The computer room is a recent development.

Chairman Higgins responded that wasn't my recollection of what Mr. Wade said.

School Committee Member Healy stated I have some insight into that and it all came down to...and your (Alderman Girard) questions were very reasonable and very understandable and it is to my recollection that we asked Mr. Wade to be here and we asked the Chairman to ask Mr. Wade to be here to make a presentation. We have gone through that. The point is that the Administration made an error when talking to the architect about designing the computer room. Plain and simple.

Chairman Higgins asked if you want to table this and bring Mr. Wade in that is fine.

School Committee Member Healy stated that is what it was. From the very beginning there were discussions that they wanted it and they needed it and everyone was in agreement and the Administration made an error. He came to us and said you made a mistake and the mistake was it was not added. They are accepting the blame and they are accepting their mistake. It was Mr. Tom Brennan, our Assistant Superintendent, and he further explained the need and the justification for it and it was accepted by the Committee.

Alderman Girard asked so having Mr. Wade here, it is not necessarily Mr. Wade's fault, is that what I am hearing.

Chairman Higgins answered no, it is not.

Alderman Girard asked so Mr. Wade is not necessarily going to be able to add any insight as to why this request is coming here it sounds like. I don't know if Mr. O'Shea wants to speak on behalf of the Administration. Am I hearing from the Vice-Chairman of the School Board that the Administration forgot to ask for this computer room as part of the addition to Parkside.

Chairman Higgins answered right.

Alderman Girard stated if I may be cynical for just a moment, did the Administration forget or did the Administration realize that it had an opportunity perhaps to improve its facilities over there and came back after the fact.

Chairman Higgins replied no, we were satisfied that that was not what happened. We took into consideration the other comments that were made by other members of this particular Committee, we brought that to Building & Sites and we grilled them pretty thoroughly and asked those questions. We were just as concerned as you were. How come this is coming up at this point in time? It is going to cost a lot of money. Is there an educational need for it? They explained the whole thing to us and it was planned right along and as Frank explained when the plans were made it got overlooked, it got forgotten. Just like when they forgot to put the bathrooms in when they put the addition on at Wilson School.

Alderman Girard asked does Parkside currently have a computer lab.

Chairman Higgins answered I don't know.

School Committee Member Healy stated yes they do.

Alderman Girard asked is that computer lab at Parkside currently comparable to the ones at Hillside and Southside.

Chairman Higgins asked could you answer that Mr. O'Shea.

Mr. O'Shea answered they currently have a more or less makeshift computer lab at Parkside and the intent of this was to bring it up to the same level as they have at Hillside and Southside. If I can, Mr. Healy's description of the oversight is as stated and it is in the minutes of the Building & Sites meeting.

Alderman Girard asked, Mr. O'Shea, how is it that Hillside and Southside...I have been to all three schools and I have seen all three computer labs and I am at a loss as to how it is that the one at Parkside is somehow different than the one at Southside and the one at Hillside. They seem to be pretty similar to me?

Mr. O'Shea answered as far as the exact details, I couldn't answer that.

Alderman Girard asked if this is designed to bring them on par, what exactly are we providing here that they currently don't have.

Mr. O'Shea answered to bring them on par would have them all linked together in the form of a local area network within that computer lab.

Alderman Girard asked that cannot be done in its current state, its current room.

Mr. O'Shea answered no, it would require extra wiring.

Alderman Girard asked is the extra wiring going to cost \$18,000. Madame Chair, I would like to table this item until we can get a little more information as to the computer facilities at all three of the junior highs to make sure that we are dealing with equivalent or non-equivalent situations. I am all for computer labs, but this whole thing still to me does not have a whole lot of credible information on which to base a position.

Chairman Higgins asked do you have the minutes of the Building & Sites meeting, Mr. O'Shea.

School Committee Member Healy moved to accept the change order for a new computer lab at Parkside. Alderman Pinard duly seconded the motion.

Alderman Pinard stated I have a question. Mr. Thomas, when you people decide on the construction of a school or a building, don't you meet before hand and discuss what you want. Why did this happen if you had all the discussion before hand?

Mr. Thomas replied again, I think it was as stated here. I think it was just overlooked at the time. The architects and PBS do meet with the principal of the school to discuss the project before it is finalized. Again, I think this was just an oversight. One thing I would like to add is that it is wise to proceed with this project because time is of the essence, especially when the contractor is on-site and needs to order materials, etc.

Alderman Girard stated I am going to vote against this, but I don't want it construed as my being against computers for Parkside. I just don't believe that there is enough information at this Committee to make a fair judgement.

Chairman Higgins called for a vote on the motion. The motion carried with Alderman Girard being duly recorded in opposition.

Chairman Higgins asked, Mr. O'Shea, could you make sure that a copy of the Building & Sites minutes gets to the three Aldermen on this Committee so that they will have more information.

Alderman Girard asked could I request another piece of information. I would like to know what the differences between the computer lab at Parkside, Hillside and Southside are on a different level. If the kids at Southside and Hillside have had superior facilities to the ones at Parkside for all these years, I would be very concerned about that and I want to know whether or not they are on equal footing now and if not, why.

School Committee Member Herbert stated I would like to point out that we recently approved \$37,000 for a second phase of a facilities site review which we will be doing over the summer and we will be getting a very comprehensive report in probably mid-September on all of the school district facilities after which we will be making a lot of recommendations as to inequalities. I just wanted you to know that it is coming and an effort is being made.

Alderman Girard replied I understand that but the Business Administrator has said that Parkside has inferior facilities. I want to see that and know why.

Chairman Higgins stated we are not going to have any further discussion on this. I have asked that the minutes be sent to you.

Alderman Girard asked may I have that other information also.

Chairman Higgins answered Mr. O'Shea will provide that for you. Would you like that Alderman Pinard?

Alderman Pinard replied yes.

Mr. Thomas stated I could give you a status report on the rest of that project. The Parkside life safety project estimated at \$730,000, there has been a bid advertised for the asbestos removal and is due in on 5/14/99. The bid is also out for the sprinkler system and bids are due on May 21. We are going ahead with that project even though we don't have authorization to enter into agreement because of the bonds being held up due to the school funding issue.

Chairman Higgins asked does anybody have any further questions.

Alderman Girard asked will the contractor continue work after July 1 if this issue is not settled.

Mr. Thomas answered the contractor on the Parkside addition will continue, however, we are not going to be able to award the life safety contract, the asbestos removal and the sprinkler system.

Alderman Girard asked but construction on the addition at this point will not be stalled.

Mr. Thomas answered correct because the money has already been allocated.

School Committee Member Herbert asked when is the drop-dead deadline for getting a CO in time for school to open.

Mr. Thomas answered it would be just before school opening, approximately a couple of weeks.

School Committee Member Herbert stated my question is if we can't do the other work in that facility, we can't get an occupancy permit.

Mr. Thomas replied we don't have an answer on that yet. We are looking at that and have asked the question.

School Committee Member Herbert responded I know you don't have an answer, but can I get a guesstimate. The reason I am pursuing this is because I want the public to understand some of the difficulties that the school district is going to face in the next few days that is going to have a very costly impact next fall as a result of the uncertainty caused by not having a decision in Concord. This is one of those areas.

Mr. Thomas replied that is correct. Again, we don't know how the Fire Marshall is going to look at the existing facility. We know that the addition will be in compliance, but we don't know if, because it is an addition onto the school, whether we have to have a sprinkler system in the existing section. If we can't go ahead with that project, it could jeopardize opening that school come this fall.

School Committee Member Herbert asked when would they want to start that work in order to get it done on time, ideally.

Mr. Thomas answered we fast tracked both of the projects that I just mentioned. They are both due in on May. Typically we would like to turn around and award those projects within a reasonable period of time, a week say, in order for them to get going.

School Committee Member Herbert asked the first week of May.

Mr. Thomas answered correct.

Alderman Girard asked, Mr. Thomas, regardless of when you award that contract...

Mr. Thomas interjected they obviously can't start until school is out but there are lead times on certain items that the contractors have to order.

Chairman Higgins addressed Item 11 of the agenda:

Central High School Locker Room Improvements

Mr. Thomas stated there is a letter on your agenda from the City Solicitor's Office basically suggesting that the issue shouldn't be pursued. As a result, we are recommending that this item be dropped from the agenda.

Chairman Higgins replied we have seen this letter before and I will leave it to the Committee to decide if they are going to remove it from the agenda for any further discussion.

Alderman Girard moved to receive and file this item. Alderman Pinard duly seconded the motion.

School Committee Member Healy stated I will agree with that, but it is still a sore subject with me. We still go back to the same contractor, we are still using the same architect and these are the people that were involved in this and I think it should have been brought to our attention before these people signed off on it. It is a case where we are not getting 100% for our money.

Chairman Higgins replied I have to agree with you and that is why we have developed this policy which we will take up and I am going to add something further to it, but this policy was designed exactly for that reason.

Chairman Higgins called for a vote on the motion. There being none opposed, the motion carried.

Chairman Higgins addressed Item 12 of the agenda:

West High School/Special Ed Room 104 w/toilet rooms --  
(a) Project Summary Report (attached)

Mr. Thomas stated we are recommending that this project be closed out. There is presently a retainage being held, but the project has been completed.

Chairman Higgins asked that was for the floor right. No, that wasn't for the floor that was for the bathrooms right next to the Special Ed Room.

Mr. Houle answered it was for the bathrooms and Room 104.

Chairman Higgins asked what happened with the floor.

Mr. Houle answered the floor has been corrected. That project has been reviewed by the principal, the architect and myself. We recommend that this project be closed out. The principal agrees and he is satisfied with the project.

Chairman Higgins asked but you are still holding a retainage.

Mr. Houle answered yes.

Chairman Higgins asked once we do decide to close this out then the retainage will be released and that closes out the project, correct.

Mr. Houle answered yes.

Chairman Higgins asked, Mr. Baines, are you satisfied with this and the work has been done the way it should be.

Mr. Baines answered yes.

Alderman Girard asked can we hold the retainage for as long as it took them to fix it.

Alderman Pinard moved to close out this project. Alderman Girard duly seconded the motion. Chairman Higgins called for a vote. There being none opposed, the motion carried.

Chairman Higgins addressed Item 3 of the agenda:

Northwest Elementary --

(a) Architect's Report (attached)

Mr. Thomas stated we have entered into contracts with Frank Marinace to go ahead with the redesign of the roof. At the last meeting we hoped to negotiate on a cost plus basis with the existing contractor and we have hired the firm of Foley & Buhl to be a third party review working for us to review the design done by Frank Marinace and also to advise us on the estimates that are developed between the architect and the contractor for the work that is going to be done on a cost plus basis.

Alderman Girard asked, Mr. Thomas, could we charge back the costs that we are incurred for the third party peer review to the architect and the construction company.

Mr. Thomas answered I don't know, off hand, how.

Alderman Girard stated I guess what I would be looking for is a reduction in the amount of money they would get paid for providing these services a second time around to cover the expense of us having to do it again.

Mr. Thomas replied I don't believe that there has been any determination of liability at this stage.

Chairman Higgins stated and I believe this is going to be litigated.

Mr. Thomas replied the issues are being looked at, that is correct.

Chairman Higgins asked are there any other questions on this. This is a monthly report. It is nothing we have to vote on. It is strictly for your information at this point.

Alderman Girard stated I have a question on the multi-purpose floor and why the architect is not going to be using the floor that was originally installed, or the type of floor that was originally installed.

Mr. Marinace replied the "Tarkett Acouti Floor" was used widely about 10-12 years ago. It hasn't performed very well. You are one of the lucky schools. There are a lot of schools where that floor hasn't performed. In fact, it has been replaced in a few schools so we would rather not go with that product. There are other products that are better that have been developed since then.

Alderman Girard asked, Mr. Thomas, you were contacted by some roofing folks regarding a type of roof that could be put on the building and I don't know if you had an opportunity to review their products and materials and whether or not they may be useful here.

Mr. Thomas answered no, I don't believe it is the type of roof that you would spec out for the Northwest Elementary School because it is a sloping, pitching roof. The roof system that was demonstrated to me is an excellent product. It is made for a flat roof such as the McLaughlin Middle School.

Chairman Higgins addressed Item 4 of the agenda:

Henry J. McLaughlin Jr. Middle School --

- (a) Project Summary Report (attached)
- (b) Architect's Report (attached)
- (c) Principal's Report (attached)

Alderman Girard asked with respect to the gym floor, it sounds like we may be trying to fix this floor. I wonder whether or not we would wise just to replace the floor.

Chairman Higgins answered my understanding when I read this report was that they are going to have the manufacturer come down and look at it and at that point that is when they will make the recommendation. I don't think any recommendation has been made to replace, fix or whatever. Is that true?

Mr. Thomas stated it is my understanding that it is not an issue of trying to fix the floor, the floor is either going to have the cracks seal up on it and it will be fine or it is going to have to be replaced and Mr. Marinace can maybe verify that. There is no repair that can be done to it. It is either going to be acceptable or not acceptable and that is why the extended warranty period is being placed on it right now.

Alderman Girard asked and on the gym floor and the wall cracks and the courtyard concrete is falling, this work is all going to be undertaken without further expense to the City. Is that correct?

Mr. Thomas answered that is correct.

Alderman Pinard asked the list that had come out about two months ago regarding the deficiencies at McLaughlin and I followed-up on them, have these all been taken care of or are there still some items remaining.

Mr. Thomas answered we are still working on them with the contractor. As noted in the principal's memo, coordinating sessions have been established and issues have been raised and resolved. As a matter of fact, we just got another issue that came in the other day on some dirty water that was coming out of the sinks. That is in the process of being addressed. It was determined that there was a problem with a faulty water heater. We have, since the last meeting, opened the lines of communication and we are trying to close the loop and get the issues addressed as they come up.

Chairman Higgins stated I think the principal is pretty happy about the way things are going. He concludes his most recent memo by saying that so I think the way they are doing things by having weekly meetings and documenting everything is good. We have been getting, I know, the Building & Sites Committee has been getting or the whole School Board has been getting weekly reports, memos and so forth.

Alderman Pinard asked regarding the dirty water, my recollection is that they have been complaining about that for nine or ten weeks. If you say they are still looking at it, that is a long time. That should be addressed soon.

Mr. Thomas answered we only got the fax from the principal yesterday I believe or maybe the day before. That was passed on through PBS to the contractor. As far as we are aware, it was responded to quite rapidly.

Alderman Girard stated, Mr. Thomas, from this report it would seem that all of the issues with leaking roofs have been resolved. Is that a fact?

Mr. Thomas replied I wouldn't swear to it. It hasn't rained very much lately. Alderman Pinard asked me about the fence and the painting of it. That is being scheduled. The reason it hasn't been painted to date is that I guess the oils in cedar fences have to air dry for a period of time and allows the paint to bond and seal better. That work will be done over the summer months.

Alderman Girard stated, Madame Chairman, you mentioned that the School Board has been getting these reports about McLaughlin School. Would it be possible for Alderman Pinard, myself and Alderman Klock, as members of this Committee that have to oversee all of this stuff and deal with the change orders, the repairs, and the warranties, could we get that too please?

Chairman Higgins replied we could ask. Mr. O'Shea could you ask the Administration please.

Alderman Girard stated I thought we were going to be getting that material after the last meeting. Not that I am looking for anymore paper.

Chairman Higgins replied they are internal memos. We get a weekly packet and it is part of the weekly packet but if you can get it too that would be helpful. I think you could see some good information.

Chairman Higgins addressed Item 7 of the agenda:

Memorial High School Science Lab and Other Improvements --

- (a) Project Summary Report
- (b) Architect's Report (to be available at meeting)

School Committee Member Herbert asked is this one of the issues where we might have a problem.

Mr. Thomas answered this one is a serious problem because we should be entering into a change order with Harvey Construction today in order to allow him to go ahead and start ordering some of the long lead items, I guess casework. The sooner the issue can get resolved; the better off we will be here. Any major delays could certainly impact this project.

School Committee Member Herbert stated again I want to reemphasize the timing on that. Somebody mentioned a drop-dead deadline, I thought, at our last meeting of this Friday for getting casework. In other words, we are at a point where we are going to spend \$1 million and not be able to use the product.

Mr. Thomas replied there is a potential that is going to happen and you are correct about that drop-dead date. Harvey Construction informed us that we needed to have that change order signed by the end of the month.

School Committee Member Herbert stated I am bringing this up because I want it on the record that what they are doing up in Concord is...the number one thing they should be doing is establishing some consistency and planability. There must be 100 tax plans that would work. None that is going to make anybody happy, but they all would work. By not selecting one, they are injecting uncertainty and it is going to cause a lot of grief and I, as one School Board Member, wish they would just do their work, get it done. Nobody is going to be happy but we will know what is going on and we can run our district. This is two items from just this district and I am sure it is going on statewide. I would like to reemphasize the point that they please get something done soon.

Chairman Higgins asked is there anything the City can do. I know that the City has been advised not to enter into any contracts, but is there any kind of emergency fund or contingency fund.

Mr. Thomas replied I don't have an answer for that, but I see that Mr. MacKenzie is in the audience. It may be possible to somehow identify the long-term lead items and get the necessary funds to commit to those so at least those items could be ordered now.

Chairman Higgins asked is that something that can be done, Mr. MacKenzie, because this is really going to impact this project.

Mr. MacKenzie answered I am not sure, Madame Chair. I think there may be...we would perhaps need some cooperation from Harvey Construction to see if it was possible to at least segment out the contract to those items that are really long lead and in this case when you are dealing with Science Labs, the casework is extremely long lead. Those have to be ordered very quickly and if there is a way

that we could get Harvey Construction to cooperate with us, but there is still no money to do that. We could advance potentially some money but if in the future the bonds cannot be approved or floated then we will be in trouble. We will likely at the end of the week be sitting down. The Board of Mayor and Aldermen has taken the action to allow things to proceed if the school crisis is solved. They have indicated that myself, Kevin Clougherty and Tom Clark meet to determine if it is solved and whether we can trigger the bonds to get a go ahead. On this project, this is the most time-sensitive project and we will probably be sitting down later this week to see if there is any way to keep it going.

Chairman Higgins asked is that something that you will need to work with Mr. Thomas on as far as getting Harvey Construction's cooperation. I would imagine that you would sit down with them before you have a discussion.

Mr. Sheppard answered we did have a pre-construction meeting with Harvey already this year. They had mentioned that the drop-dead date was the end of this month. They seem cooperative and willing to work with the City, but obviously the casework is a two-month lead item and I think if it runs beyond the end of this month there is a problem guaranteeing that the Science Labs will be available at the beginning of the school year.

Alderman Girard stated the question, to put it bluntly, is whether or not they are willing to lay out the cash to make the orders knowing that the City can't do anything until Claremont is settled.

Mr. Sheppard replied we never asked Harvey that question, but I am not too sure that they would be willing to do that. The casework is estimated at \$300,000.

Alderman Girard responded I think we should ask the question because I think that when Mr. MacKenzie points to the need for cooperation, I don't want to put words in his mouth, but I think that is exactly how they can cooperate with the City because we don't have any money to give them and if their drop dead date is three days from now then they have to make a decision whether or not they are going to place that order.

Mr. Sheppard stated we can pose that question to Harvey as to whether or not they are willing to front the City \$300,000 with no guarantee of payment. I think I know what the answer would probably be, but we can ask the question.

Alderman Girard replied well Claremont will be settled, it is a matter of when and I wish I knew because there are an awful lot of problems but I think the idea that they would lay out cash that the City would never pay them back on is a bit removed from reality. I think that question needs to be asked to Harvey because I

think that is the only option in front of us unless I am misunderstanding Mr. MacKenzie's comments.

Chairman Higgins stated I think that, and maybe I shouldn't, that it is probably C.O.D. I don't think you have to pay for something before you actually get it so we have two months. Are they willing to order this without knowing that they are going to be paid knowing that hopefully as soon as this is resolved, I mean the money is appropriated so we are just talking paper right now.

Mr. Thomas replied we will talk to Harvey and run all of these scenarios by them. You are right, you don't need to put a lot of cash down, maybe just a deposit of some kind, however, you are committing obviously to the payment and even though Claremont will get settled there is still a risk on their part. I think some of the other issues we can ask them like will they even break that out of their contract. If you remember, this project was bid last year. Inflation obviously has taken its toll on their profits and whatnot, but again we will ask all of the questions and I will work with Bob MacKenzie to look at all options.

Chairman Higgins stated well at least that is what I was asking for. I don't know that there is anything more we can do.

School Committee Member Herbert stated don't forget that there is a guy who makes the cases and he might not be willing to start doing that work for the Manchester School District. I think the whole thing is ridiculous that we are sitting around talking about this kind of business when there are supposedly 500+ intelligent people up there. I have been up there and the problem becomes people want...they have the best idea and even though it can't pass they will work against other ideas. The simple fact of the matter is and I am not exaggerating, there are literally 100 tax plans that would work and it is like the stock market. The stock market hates uncertainty, well business hates uncertainty and we are going to pay a lot of money and have a lot of goofed up projects simply because people up there won't do the right thing.

Chairman Higgins replied I appreciate what you are trying to say but I don't think there is anything more we can do. This is our job.

School Committee Member Herbert responded it is going to cost us money and it is going to hurt our district and hopefully our Manchester delegation is working.

Chairman Higgins replied well ultimately it is the students who get hurt.

Chairman Higgins addressed Item 8 of the agenda:

ADA Accessibility/School Elevators --

Highland Goffs Falls School Elevator -

- (a) Project Summary Report
- (b) Architect's Report (attached)

McDonough School Elevator -

- (c) Architect's Report

Mr. Thomas stated we are recommending that the Highland Goffs Falls School Elevator portion of this appropriation be closed out.

Alderman Girard moved to close out the Highland Goffs Falls part of the project. Alderman Pinard duly seconded the motion.

Chairman Higgins asked are you holding anything out on that.

Mr. Sheppard answered no, I don't think we are.

Chairman Higgins called for a vote. There being none opposed, the motion carried.

Mr. Thomas stated the McDonough School Elevator Project; we have to remove some asbestos ceiling in that school to complete that project. That project is being funded with this year's SCIP money and that is on hold too. We are poised to go out with that asbestos removal contract and finish up that contract but that is on hold right now.

Chairman Higgins addressed Item 9 of the agenda:

Central/West Heat & Ventilation Improvements --

- (a) Project Summary Report (attached)
- (b) Engineer's Report (attached)

Mr. Thomas stated in reviewing the project with our architect and the school principal, it became apparent that air conditioning wasn't being provided for the computer room and the administration offices. Where there is going to be duct work as part of this HVAC work that is going to be taking place in those areas, it doesn't make sense in our opinion not to provide the air conditioning at the same time. That work has been estimated at \$30,000. We are proposing to include it in the contract subject to the availability of funds hopefully from a favorable base bid and if that doesn't work out we would seek whatever balances or up to \$30,000 from the SCIP money. Before we get off this subject, there was an issue of

furniture that the West High principal would like to raise regarding this project for the Tech. Ed. area.

Chairman Higgins asked for the heating and ventilation. It is part of that contract?

Mr. Sheppard answered the Tech. Ed. area would be a second contract that would go out this summer, hopefully and that is the area we are talking about regarding furniture. It is part of the heating and ventilation contract but the Tech. Ed. is a sub-consultant to WV Engineering. They are redesigning the Tech. Ed. area.

Chairman Higgins asked is that in this Committee right now. Have you signed a contract.

Mr. Sheppard answered we have given a change order to WV Engineering for design of that area, yes.

Alderman Girard asked, Mr. Sheppard, I don't understand where the purchase of furniture comes in as part of a heating and ventilation contract.

Mr. Sheppard answered I am not sure if Mr. Houle or Mr. Baines could answer that. We were not involved with the preliminary discussions on that.

Mr. Houle stated it was not part of the heating and ventilation contract.

Alderman Girard asked the purchase of the furniture was not part of the...

Mr. Houle interjected it is not the purchase of the furniture, it is the design of the Tech. Ed. program. Now to the best of my knowledge and I have not participated in any Tech. Ed. programs for high school and I don't know what they are.

Alderman Girard asked could you explain...you said it was for the design of the Tech. Ed. Program. I have no idea what that means.

Mr. Houle answered that makes two of us. Tech. Ed., as far as I am concerned, is a school issue. What is Tech. Ed.? All we dealt with was a classroom and we know there have been discussions about Tech. Ed. What I do know about Tech. Ed. is that in the junior high school there was a lot of discussion about what it was or is and it was approved by the Board of School Committee and we had directions to make them all the same. That I knew and that is the course we followed.

Alderman Girard stated but that was a separate project.

Mr. Houle replied that was a separate project and it has only been within the past month that there has been discussion relative to furnishing this room, as far as I know.

Alderman Girard asked with the HVAC money.

Mr. Houle answered through the HVAC project. The reason we pressed for design of a room down in that area is that we needed to do it because we knew we were converting an old shop area and we needed some walls so that we knew what the standards would in terms of heating and ventilation.

Alderman Girard stated so you designed the room out of the HVAC money because you needed to do that in order to getting the heating and ventilation into that area.

Mr. Houle replied into a specific area, correct.

Alderman Girard stated that I can understand but to somehow tie furniture into this, I guess I am at a loss.

Mr. Houle stated I can't add to it. I don't know.

Chairman Higgins stated this came up at Building & Sites. Mr. Baines is here and perhaps he can tell us what is going on.

Alderman Girard stated with all due respect to Mr. Baines, would it be more appropriate to come from the Business Administrator or the Principal of the school; I don't know which.

Chairman Higgins replied well we will start with the Principal of the School, Mr. Baines.

Mr. Baines stated I will attempt to clarify. I was not aware that the design was part of the HVAC project. That is news to me. All I know is that for the past year and a half we have been participating in a redesign of two significant areas in our building. The former woodshop, machine shop and metal shop areas. The machine shop and metal shop are combined rooms down on the bottom floor of the building. It pretty much looks like it did 40, 50 or 60 years ago. The reason I think it became important to deal with it as part of HVAC is that in order to complete the HVAC system we had to do a redesign and this was the time to do the redesign of the classrooms. My concern at this point, wherever it is in the project phase, is that we redesigned two huge areas of our building. I am not sure of the square footage, but it is significant. We have redesigned this area without

any budgeting for furniture and fixtures which is a normal part of any project such as it was here and such as it is when you do a Science area over. Our concern is not so much where it is, as in reality we are going to be renovating two significant areas of our building with no provision for furniture and fixtures. As I said at the School Board meeting, I think that is not a very sound practice to renovate two instructional areas and not provide the teachers and students with furniture and fixtures to conduct programs. One of the programs that we are converting the machine shop and metal shop area is into an art classroom because of the needed space and also a computer lab associated with the art program and the other is a Tech. Ed. area. We are prepared to present to whomever what our needs are for furniture and fixtures. We have been working closely with the Central Office on this project for over a year and a half and we know what we need for those areas. That is the best I can explain it.

Chairman Higgins asked those areas that opened up, was that because of the Science Lab project.

Mr. Baines answered basically it is classroom space that has become not conducive to teaching and learning in our school. The whole machine shop and metal shop area is not even part of our program anymore so it is just space...we need classroom space at West so when we move the art classroom we are gaining another classroom in another part of the building because we are running out of space. It is a renovation project of two areas of our building.

Chairman Higgins stated so it hasn't come up as a separate project, at least not before Building & Sites that I can recall and it has come up now because of the heating and ventilation and you are putting the heating and ventilation into those areas and that is all that was happening. Now you are working on another project...

Mr. Baines interjected no. It is all concurrent with this because we have had an architect working with us for over a year, well over a year on the redesign of this area. The first time we met with Mr. Wallace, I think, was almost a year and a half ago when we first started redesigning this area.

Chairman Higgins stated but I don't believe he was the architect...I mean we didn't hire an architect for the heating and ventilation area did we.

Mr. Houle replied he was a consultant to WV Engineering to design the rooms. Now I would quarrel and we could have a full hearing on it I suppose, but certainly the information that I had there has never been any discussion until the past two or three weeks. There has never been any discussion as to what the programs were going to be in those areas.

Mr. Baines responded that is incorrect. This discussion has been ongoing with Mr. Brennan's Office for I would say at least a year and a half that we have been involved in our school and working on the design of this program for these areas and the teachers involved in the program, including all the art teachers and the Tech. Ed. teacher have been involved with the exact configurations and what the programs would look like for well over a year and a half now. When we got to this point, we had been meeting with the architect the other day, Mr. Brennan was absolutely flabbergasted as were everybody else in the room, that there had been no plan for furniture and fixtures. So what do we do now? We are going to have a redesigned area without furniture and fixtures.

Chairman Higgins stated you had the discussions with the Administration. Now did the Administration have those discussions with PBS? I think that is where I am not making the connection.

Mr. Houle replied that did not occur.

Chairman Higgins asked so you have been working with an architect and the Administration for your program, it just didn't make the next step.

Mr. Baines answered and providing that information...again part of this time I was out of town from February to June at which time a lot of the designs were finalized with the architect. This happened a year ago that the final design of the space was accepted and it was our assumption as was it Mr. Brennan's assumption and I don't want to speak for him, he can speak for himself, that there was a feeling as when you work with any architect on a project, that the architect also works on what you need for furniture and fixtures in those areas so it was our assumption that it was going to be part of the final package that we would be talking about.

Chairman Higgins stated what I want to do at this point is, I think that there hasn't been the communication that we needed because as far as I am concerned I don't recall...do you recall that this went to Building & Sites at all in the last year and a half. Has this particular renovation gone to Building & Sites? I don't recall that but I could look at my minutes. The point being that this came up, I think, there was some miscommunication between whomever but I am not concerned about that. What I am concerned about is how we can fix it and how we can make this part of the plan and where is this money going to come from.

Alderman Girard stated at this point I am going to be pretty hard pressed to be convinced that the furniture and fixtures - and I don't even know if there is a number out there for furniture and fixtures - should come as part of the HVAC money. It wouldn't surprise me, but it would seem that there have been conversations and meetings and planning that have been taking place over at Ash

Street that somehow have remained within the walls of Ash Street and now here we are on the verge of doing something and all of the sudden there are contingencies that haven't been taken care of and it is unfortunate but the Board of Aldermen has in recent weeks and months been presented with all kinds of things from people from all different schools about money that is needed for a whole bunch of things that no one at the Board of Aldermen level ever heard of because they were never communicated by the Administration to the Board of Aldermen as part of the CIP or any other process. I am more than a little concerned that the Director of Public Building Services is unaware of any of this ever having taken place. So, since the School Administration has for a year or 18 months been working on what they are going to do with these rooms and they know what they need for furniture and fixtures, I think, with all due respect Madame Chair, that it is incumbent on the Board of School Committee to come up with those dollars and I don't think it belongs in this HVAC money. I, as a member of this Committee, am not inclined to find any money as part of that project for furniture and fixtures and I have a problem with the design coming out. I understand having to design a room so you can do the heating and ventilation, but it is a real stretch to say that all of the sudden now all of the furniture that is going to go in that room should be part of this project. Absolutely not. Let the School Administration that didn't communicate it to anybody find the money.

Chairman Higgins replied what I would like to do is find a solution for this. I am not so much concerned about where we are getting the money. I would like to make sure that it gets taken care of. Find a way.

Mr. Thomas stated we are entering into a final design contract with the consultant for this Tech. Ed. area. What I would suggest that we do is develop the furniture needs for those areas, define a cost and allow us to maybe look at a couple of sources for funds and then we will come back to this Committee with more information.

Chairman Higgins replied thank you. That would be the most appropriate way to approach this.

School Committee Member Herbert stated when we brought this up today initially, what was your recommendation.

Mr. Thomas replied I started off...let me back up a minute. We have one appropriation for this HVAC and we have one project that is going on to do the ventilating work and we recommended that we include the \$30,000 to air condition the computer and administrative areas. That is one contract. The second part of this is the Tech. Ed. area. There is \$175,000 that was allocated for that project. We are now entering into the final design. The preliminary design

has been completed and reviewed and we are going forward. That is when this issue of the furniture came up. It was never identified as part of their original project so what our recommendation is right now is that we continue with the final design for the Tech. Ed. so that we can go out and bid that and get that work completed either this summer or into the beginning of the next school year and in the meantime we will define the required furniture and equipment for those facilities and once we have that we will put a cost to it and take a look at potential sources of funding.

School Committee Member Herbert stated so you weren't actually coming to us today asking us to approve some monies for this material, you were just telling us that you were going to come up with that information for a later vote.

Mr. Thomas replied correct. I was seeking authorization to go ahead or let you know that we are going ahead with the air conditioning and raising an issue of this furniture that we do not have funding for now. It is left hanging out there, for whatever reason. We want to try to get it resolved. I guess that is what we are trying to do.

Chairman Higgins responded right and I will leave it to...I don't think that is within the purview of this Committee to decide who didn't do what. I think that the Administration...sort it out amongst yourselves.

Mr. Baines stated something needs to be clarified though. The assumption that Alderman Girard made is incorrect and that needs to be clarified here. There is an issue of communication but it is related to the relationship of staff working with an architect on our project and that is where the communication issue broke down. We were very clear in terms of the programs we wanted for those areas and that was defined in conversations with the architect. It was our assumption, wrong assumption, that the architect was working as we had worked with architects on other projects that would come in and part of the proposal for the project would include furniture and fixtures. When we had that meeting in our office, when we sat there and we said well what have you proposed for furniture and fixtures because usually architects work with some expertise along those areas he said that was not within the scope of his defined responsibility. That is where the communication was Alderman Girard.

Alderman Girard replied I appreciate that Mr. Baines. My concern though is that originally as this was brought to us it seemed to be that we were looking for money out of the HVAC funds, not your personally, but the HVAC funds to fund this furniture and I don't believe that the furniture should be funded with HVAC. I was also concerned that City officials sitting here in front of us had not heard of the need to fund these furnishings. Those were my concerns.

Chairman Higgins stated I am going to end the discussion right there. I have asked that the people who need to be involved sort it out amongst yourselves. If there was a problem with the architect, etc. I hope you will convey this issue to the architect.

Alderman Girard stated the question is, though, they are going to go through and sort out how much things are going to cost and they are going to come to this Committee, it sounds like, with potential recommendations of where the funding should be gotten from. I don't think that is the purview of this Committee unless they are going to come back and say that it should come from the HVAC funds in which case we are going to have to make a decision on whether or not to spend funds for heating and ventilation on furniture.

Chairman Higgins replied the \$175,000 to design second phase is under this Committee.

Alderman Girard responded I understand it is under the Committee, but buying furniture doesn't seem to me to be within the parameter of that phase. Designing the room, designing the system, absolutely but buying furniture.

Chairman Higgins stated once a contract is signed, for any kind of rehabilitation that is what comes under this Committee's jurisdiction so we will wait until they bring their report back to us and then you can vote as you see fit.

Chairman Higgins addressed Item 10 of the agenda:

NORESCO Performance Contract --

(a) Contractor's Progress Report (attached)

Mr. Thomas stated I am going to ask Mr. Houle to make a presentation on the security standards.

Mr. Houle stated if I may, I would like to help shorten the work of the Committee on this item. This is a letter to Ted O'Brien who is the Senior Vice President of NORESKO from his consultant, Tyler Carlisle, a local electrical engineer. I would like to suggest that the first two items, Items 1 and 2 on the first page and on the second page Items 1, 2 and 3 be referred to the Building & Sites Committee for a discussion of policy consideration. There are policy issues here and this is our best recommendation as to what should be done, but I think that for example all of the school doors being locked all the time I think is something that the full School Board may want to consider. If the Committee agrees to that then perhaps we could limit our discussion to the requirements of the intrusion alarm system. Basically what we are trying to do here is to replace the existing intrusion alarm

system which is owned by Honeywell with one that is owned by the City and expand it to meet the standards. Basically, Sgt. Robidas will be working with the consultant and the principals as this program gets implemented. It is anticipated that this will be done for school opening. If you have any questions, I will be happy to answer them.

Alderman Girard moved to refer Items 1 and 2 on the first page and 1, 2 and 3 on the second page go back to Building & Sites Committee. Alderman Pinard duly seconded the motion. Chairman Higgins called for a vote. There being none opposed, the motion carried.

Chairman Higgins asked does anybody have any questions on the intrusion alarms, which are Items 1-8.

Alderman Girard stated at the last meeting of the Board of Aldermen, there were one or two Aldermen that questioned the legitimacy of some numbers that were presented with respect to the NORESKO project and what stage it was and the savings that were realized. I would just ask this Committee to refer this NORESKO report regarding the status of the conversions in the schools to the Board of Mayor and Aldermen to advise of the status of this project. Clearly, they are a lot further along than some insinuated.

Chairman Higgins asked don't you have a report in here on where they are Mr. Houle.

Alderman Girard answered yes it is Item 10.

Mr. Houle stated on this piece they are waiting for the City's approval to move forward on the intrusion alarm.

Chairman Higgins asked does that have to do with the funding situation.

Mr. Thomas answered no, it is a timing issue. With your Committee's approval we can instruct NORESKO to go ahead and implement Items 1-8 and as Mr. Houle mentioned, if we give them the go ahead in the immediate future here we stand a good chance of having those in place for the start of the school year. What Alderman Girard is asking about is the energy savings that potentially have or have not been realized by the NORESKO energy saving contract and as a result of the Board of Mayor and Aldermen meeting, when the subject came up a staff person that works for me, Tina Parsons, is now in the process of compiling that information for the Board.

Alderman Girard stated I would like to have this report that came to us at the Joint School Building Committee referred to the Board of Mayor and Aldermen in addition to that or as a separate item because it was a very interesting topic at the time.

Alderman Girard moved Items 1-8 for approval. Alderman Pinard duly seconded the motion. Chairman Higgins called for a vote. There being none opposed, the motion carried.

Alderman Girard moved to refer the NORESKO report to the Board of Mayor and Aldermen for informational purposes. Alderman Pinard duly seconded the motion. Chairman Higgins called for a vote. There being none opposed, the motion carried.

Mr. Houle stated it seems to me that several months ago there was discussion relative to keeping both Boards informed as to the actions of this Committee and I think the intent was to turn these packages around that you receive for these meetings and putting a cover letter over them and referring them to both Boards for their review.

Chairman Higgins replied right.

Mr. Houle stated I think that was five or six months ago.

School Committee Member Healy stated that has not been happening. I have received some requests from School Board members anyway to receive a full packet and they have not been receiving the full packet so if that could be done it would be appreciated.

Chairman Higgins stated the full agenda packet that the Joint School Buildings committee receives.

Mr. Houle stated and I would suggest with a copy of your minutes.

Alderman Girard stated wait a minute. I think we are talking about different things here. I know that the Board of Aldermen on its agenda usually has reports on items of action that this Committee has taken and I can assume and the Clerk is nodding yes that it is also sent to the Board of School Committee so whether it is enclosed with the Board of School Committee's agenda or not, I don't know. I don't know if that is what Mr. Healy was referring to.

School Committee Member Healy stated what I am referring to is this complete packet that I receive as a member the members of the Board of School Committee would like to receive the same packet.

Chairman Higgins asked, Mr. O'Shea, does the Administration receive an agenda, this full packet.

Mr. O'Shea answered we do not receive a full packet and the agenda that we do get is in the form of a memorandum and I says cc without attachments and it has those members of the Administration who work with both of these Committees on it. Tom Brennan, Superintendent Tanguay and myself. However, this time we did receive a full packet.

Chairman Higgins asked the Clerk to make sure that the Administration receives a full packet and then they, in turn, can include it in the Friday packet for the Board of School Committee.

The Clerk noted that Superintendent Tanguay receives a full packet every week.

Alderman Girard replied yes, as a department head, they get the full packet.

Chairman Higgins stated so when you receive that packet, Mr. O'Shea, can you make sure that the other School Board members receive a copy.

Mr. O'Shea replied yes.

Chairman Higgins stated the last piece of business we have is the project approval policy. What I would like to see here just as an added piece, I would like to see something in writing. If we could have either an official sign-off sheet where all of these people that you underlined here sign-off that yes I have accepted or not accepted, etc. and I think that way you have something in writing that says that this project has been inspected and approved by all these people and then that can be included with your recommendation. You can make up a form or something.

Mr. Thomas replied we would be glad to do that.

Chairman Higgins responded that would be the easiest way to do it and then we wouldn't have to say did everybody approve this, did everybody see it. By their signature, we will know that they have seen it and approved it.

School Committee Member Healy stated it might not be a bad idea on some of these larger projects that perhaps when we have our monthly meeting we have it at that particular site so we have the opportunity to see the work. I know that is where the issue came up as far as the Central locker situation.

Alderman Girard asked are you looking for a motion to accept the policy.

Alderman Girard moved to accept the project approval policy with the suggestions made by the Chair. Alderman Pinard duly seconded the motion. Chairman Higgins called for a vote. There being none opposed, the motion carried.

Chairman Higgins stated I have one last piece of business. I just want to note that Mr. Houle is here with us tonight and he has officially retired and had his 65<sup>th</sup> birthday and he is here on his own time and I just wanted to thank him for his service to this Committee. We really appreciate what you have done and that you came here tonight and that you have offered your services to continue working with Mr. Thomas and his staff and we just want to thank you very much. We appreciate it.

Alderman Girard stated I would like to echo those sentiments, Madame Chair.

There being no further business to come before the Committee, on motion of Alderman Pinard, duly seconded by School Committee Member Healy, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee