

COMMITTEE ON JOINT SCHOOL BUILDINGS

March 15, 2000

7:00 PM

Chairman Herbert called the meeting to order.

The Clerk called the roll.

Present: Aldermen Pinard, Thibault
School Cmte. Members Herbert, Leonard

Absent: School Cmte. Member Paradis

Messrs: T. Clougherty, K. Sheppard, T. Brennan, R. Ouellette

Chairman Herbert addressed item 3 of the agenda:

High School Stages --

Mr. Clougherty stated that the High School stages are almost complete or pretty much on schedule. Things are going real well and we are expecting them to be complete by the end of next week or early the following week. Memorial is scheduled to be complete at the end of this week. West, the middle of next week and Central immediately after.

Alderman Thibault asked when these school stages were built; they were not brought up to what would be safe.

Alderman Pinard stated there was no inspection.

Mr. Clougherty replied generally, we are looking at original construction with some of these areas. We are really looking at replacing what needs to be replaced. If it was brand new equipment, exactly the way it is designed right now, we may not have that problem. It is like building in a building, after twenty years or so...

Alderman Thibault stated in other words what the requirements were fifty years ago are not necessarily the requirements today.

Mr. Clougherty replied in the affirmative.

Mr. Clougherty stated with all of the concerns regarding safety there are more stringent requirements on the staging and the rigging.

Chairman Herbert addressed item 4 of the agenda:

Parkside Jr. High School Addition --

Mr. Clougherty stated at Parkside we had a final walk-through on Monday. The contractor had a couple of items that we had identified that were yet to be complete. He is working with the Fire Department to resolve some issues on the school renovation where the Fire Code or the other project we have going on at Parkside. All of this work that was identified is scheduled to be complete by the end of the month or within the first week of April.

Chairman Herbert stated that this is a tight schedule to be complete by the first week of April. We are going to be right on with the quote.

Mr. Clougherty agreed and stated on the other one we have a balance.

Chairman Herbert asked which one.

Mr. Clougherty replied on the first one that is shown, the financials.

Chairman Herbert asked is it on page 4A.

Mr. Clougherty replied in the affirmative.

Chairman Herbert stated it is not a criticism or a comment other than just an observation.

Alderman Pinard asked could we go and examine this as a committee. I am sure that Kevin Sheppard is going to do it but the problem we had with *Bonnett, Page and Stone* that we should take a tour of that school.

Mr. Sheppard stated last year we had a committee meeting at Parkside.

Alderman Pinard stated we could schedule a meeting there before we accept anything.

Mr. Clougherty stated we have adopted a new policy on closing out a job. The Assistant Superintendent is required to sign off on it, the School Principal, the

School Business Administrator, the Architect, the Director or the Assistant Director of Public Works, and the Contractor.

Alderman Pinard stated that understands that but as a committee, I would like to take a perspective of the problem we are having with the contractor at McLaughlin.

Chairman Herbert stated why don't we keep that in mind and when we go through it, at our next meeting we can make a decision.

Alderman Thibault asked Mr. Sheppard, at Parkside you may already be aware that last year I asked the Highway Department and the Traffic Department to look into a major safety problem at Parkside where we are seriously considering building a road into the land next to Parkside in order to stop these buses from going in and out and backing up in front of all of the kids. Somebody is going to get killed down there. There is not doubt about it. I have been there many times looking at the situation and I cannot imagine how we have let this go to this point. All of the school buses that come into that yard come in from Sullivan Street. We are going to have to design some way to make Sullivan Street strictly a one-way out. Nobody will be able to go down Sullivan Street from Blucher Street. They are all going to have to come by the school including the buses. Instead of having to jockey and turn around and back up in the yard like they do now, if we had a road coming off of Parkside Ave. that would alleviate this. The Highway Director knows that exactly, I have spoken with him many times and have had him over there. He has looked and so has the Traffic Department. They agreed that there is a major problem there. Before we can any further, this is something that Highway already has engineered and figured the cost which is minimal. As they come off Parkside Ave. the cars and buses will have to go through that road rather than come down Sullivan Street like they are now. The buses will no longer have to jockey and back-up in front of the school when all of the kids are running around out there. Somebody is going to get killed there is doubt about it.

Mr. Sheppard stated what we proposed last year was to expand the parking lot at Parkside. It was estimated at about \$75,000 for us to do the work. We went to the SCIP Committee, which is the funding committee for a lot of school projects. At that time, the money was not available and we wanted to close out projects. It is not something that has been forgotten.

Alderman Thibault stated that Frank Thomas says this project is at the point now that we should look at that. It is a major safety critical issue for the city. I would appreciate it if you look at that and check with Frank Thomas because he has some numbers. When you see ten or twelve buses coming over there as the kids are coming out of that school and the buses are trying to back into this area it is an

unbelievable situation. We could just as well, if we made that little road, the buses would just drive in and park then go off on Sullivan Street. We could make Sullivan Street a one-way at that point where nobody can get in there.

Mr. Sheppard stated funding might have been part of the issue.

Alderman Thibault stated Frank Thomas told him that he thought this was right on top of the list and asked Mr. Sheppard to get back to him and let him know where that is at.

Chairman Herbert asked do you want a response from Kevin Sheppard at the next meeting.

Alderman Thibault replied in the affirmative and stated that if he could get it to him before then and we could bring it up at the next meeting.

Chairman Herbert asked if Alderman Thibault wants it on the agenda for the next meeting.

Alderman Thibault replied in the affirmative and stated that he would like an answer for the next meeting as to where that is. But if you would get it to me before that I would appreciate it.

Chairman Herbert addressed item 5 of the agenda:

Parkside Jr. High Life Safety --

Mr. Clougherty stated the Life Safety is in the process of completion. There was some conflict with what the contractor provided and what the Fire Department will approve. We have to a resolution on that and those items are scheduled to be complete by the first week in April.

Chairman Herbert asked to be more specific on the items.

Mr. Clougherty replied there was an item where Mr. Rivard from the Fire Department had taken exception to acknowledging Fire Alarms on the panel. It was resolved with graphic enunciator that we are going to be installing. It is an illuminated drawing of the building that allows the Fire Department to walk through the front door and see the areas where there is a fire. The lights would come on.

Mr. Sheppard stated they are typical.

Mr. Clougherty stated the other item of contention with the fire alarm system was synchronization of the strobes. When certain zones go into alarm, there is a requirement of the Fire Code that says that any strobes that can be seen from one location have to be synchronized. They were not done that way and they will be corrected.

Alderman Thibault asked is there a charge to the School Department for monitoring this system.

Mr. Clougherty replied the Fire Alarm is a stand-alone system and there is no monitoring. It is a computer that sits on a wall.

Alderman Thibault asked but who monitors that system. If there is a fire at Northwest Elementary does the Fire Department monitor it.

Mr. Clougherty replied it calls directly to the Fire Department.

Alderman Thibault asked if there is a charge for that.

Mr. Brennan replied in the negative. It is an alarm system.

Mr. Clougherty stated that you could hook one up in your house to call the Fire Department.

Alderman Thibault stated that there would be a charge if the Fire Department monitored it. Public buildings are excluded from that.

Mr. Brennan agreed with Alderman Thibault.

Chairman Herbert addressed item 6 of the agenda:

Northwest Elementary Reroofing --

Mr. Clougherty stated the final walk-through is scheduled for the 27th of March. We are expecting the contractor to be done completely. There is one item they have yet to complete and that is in regard to some drywall installation.

Alderman Pinard stated that he would like to inspect that with them.

Alderman Thibault stated having been involved with the problem that happened at Northwest Elementary prior to this, the Clerk of the Works...

Chairman Herbert stated this is Jim VanValkenburgh.

Mr. Clougherty stated that Mr. VanValkenburgh was the Clerk of the Works on a part-time basis.

Alderman Thibault stated that he noticed when the problem first happened, it was because many areas of the ceilings were not insulated or protected in any way. That is the reason we started with the problems. I want to sure that we do not fall into that. As long as you guys look at it and because it makes all of us look bad. If somebody did not check into something that happened.

Mr. Sheppard when the contractor finished this time we did have some problems. We have had some problems and Tim Clougherty has come aboard since then and he is taking a good look at the project.

Alderman Thibault stated even the Board of Mayor and Aldermen looked bad because we have let something like this go on. When I walked in there and saw how many of the ceilings were completely unprotected and uninsulated. How could somebody inspect this and let this go. I did not say anything then but I was quite worried about it.

Alderman Pinard stated the problem is you have to go when they build the school like McLaughlin.

Alderman Thibault stated that is the reason I mentioned it, so that they will take an extra look at some of these problems. Not to let something like this happen again because at that point we all look foolish.

Chairman Herbert addressed item 7 of the agenda:

Henry J. McLaughlin Jr. Middle School --

Alderman Pinard asked about the floor.

Mr. Clougherty replied the floor contractor through the general contractor has requested another analysis of the floor. They did this just after the last Joint School Building Committee meeting.

Chairman Herbert asked would this be *Bonnett, Page and Stone*.

Mr. Clougherty replied in the affirmative and stated they asked for an additional expert or consultant.

Alderman Thibault stated that he had seen some paperwork on that.

Mr. Clougherty stated that they requested that they call in an outside source for further opinion. The opinion will be available on March 17, Friday.

Alderman Thibault stated that it should be tabled so that it comes back on the next agenda.

Alderman Pinard asked if they were still holding \$50,000.

Mr. Clougherty replied in the affirmative.

Chairman Herbert asked about the leaks on the roof.

Mr. Clougherty replied we have experienced additional leaks in the past week.

Chairman Herbert stated that he saw some literature where there was a whole list.

Mr. Clougherty stated the architect set up a meeting on the 22nd at 3:00 PM at the site and invited all parties involved to attend to try to shed some light on some of the problems that we have had. We want to try to escalate the problem a little bit more. Obviously calling the contractor and having him come out with a little bit of patching here and there is not solving the problem. We want to try and make a determination if there is a larger solution that we should be looking at.

Chairman Herbert asked is it Wednesday, the 22nd and what is going to happen at this meeting. Are you going to go upstairs and look at the roof.

Mr. Clougherty replied in the affirmative and stated myself, the architect, the roofing contractor and the general contractor are going to examine the roof and try to come to a determination as to where the problem actually lies. Is it a problem with the roofing system, is it a design flaw, an insulation problem, is it a slope problem, or construction problem. We do not know.

Chairman Herbert asked there is no retainage on that. What is our status on the roof, a year.

Mr. Clougherty replied we have three different warranties on the roof. The installer gives us a warranty and we are still under warranty from the installer. That is the most basic of the three warranties. That is good until August 13, 2000.

That is not the say the roofer can walk away at that point and say that he is done because the warranty has expired. We have history and documentation that shows that this is a recurring problem so legally he is required to solve the problem.

Chairman Herbert asked once it is identified within that period then it is all set.

Mr. Clougherty replied in the affirmative and stated it has been identified during the warranty period and obviously I have paperwork to back that up. The next level of warranty has to do with the roofing system itself. Carlisle covers that, which is the manufacturer. They administer the warranty. The system has to do with everything that is involved with the roof, flashing, parapets, seams, everything as far as the roof is concerned. That is a ten-year warranty and that warranty expires August 31, 2008. The third tier to the warranty has to do with the product itself, the membrane, which is the flat portion of the roof. That is a twenty-year warranty and expires August 31, 2018.

Chairman Herbert asked whose warranty is the third portion – the membrane.

Mr. Clougherty replied the manufacturer *Carlisle*.

Alderman Thibault asked including the installer.

Mr. Clougherty replied what *Carlisle* does for example, the warranty period had expired, *Carlisle* administers a warranty. We call *Carlisle* and they send out a roofer. They do not send out a roofer from *Carlisle* they call one of their authorized installers to fix it, which would most likely be the installer anyway.

Chairman Herbert asked we pay for his time but *Carlisle* pays for the materials.

Mr. Clougherty replied we do not pay for anything. We have not paid out any monies on the roof.

Chairman Herbert stated it has caused this though.

Mr. Clougherty agreed.

Chairman Herbert stated to expect himself, Alderman Thibault, Alderman Pinard at the inspection on March 22, 2000.

Alderman Pinard asked all the ceiling tiles were rained on and spoiled. The ceiling tiles were ruined by this and is the contractor under warranty to change those in each classroom.

Mr. Clougherty replied that he is not sure exactly how this situation is at this point but usually the contractor provides "x" number of ceiling tiles as extras when the job is done. I do not know where that stands but I can definitely find out.

Alderman Thibault stated that is a good point. If in fact we find that the roofer made a mistake or a problem is he responsible for whatever occurs.

Mr. Clougherty replied in the affirmative and stated that is consequential damages.

Chairman Herbert asked are all the problems specific to the flat roof portion of this building.

Mr. Clougherty replied in the negative and stated that they are not specific to the flat roof, I know that.

Chairman Herbert stated some of the board members keep talking about flat roofs.

Mr. Clougherty stated that it is not the flat roof.

Alderman Thibault stated well not just the flat roof.

Mr. Clougherty stated that he does not believe that it is not the flat roof and I know that it is not isolated to the flat roof.

Chairman Herbert stated we will get to the bottom of it and asked on the leakage for now, where do we stand on that.

Mr. Clougherty replied that he had the contractor out there yesterday fixing and patching. At this point, he is holding up his hands saying we really have to sit down and figure out why I am out here. He feels that it is not an installation problem. We have some finger pointing. That is the reason we want a meeting with all of the parties.

Alderman Pinard asked about NORESKO doing work in that school.

Mr. Clougherty replied that they did not do work at McLaughlin School.

Alderman Pinard asked they do work at the end.

Mr. Clougherty replied in the affirmative and stated at most of the others.

Mr. Sheppard stated at next Wednesday's meeting, obviously any meeting that we have with contractors and sub-contractors are open to anyone who wants to attend

especially the politicians. But it may be best if you allow us to meet with them directly. I do not want them to be intimidated by having too many people on the city-side. You are welcome to come but I am afraid that it may not be as productive as it could be.

Chairman Herbert stated that he is not going up on the roof.

Alderman Thibault stated to Mr. Sheppard that he agrees with him and that they can put more pressure on the contractors without us being there.

Mr. Sheppard stated they asked us to do that and I would like you to allow us to do that for you and then report back to you the findings.

Alderman Thibault stated that he did not have any problem with that.

Mr. Sheppard stated that he is not saying that he does not want them there.

Alderman Pinard stated that he feels the committee should be there.

Mr. Clougherty stated that his intention at this meeting is to walk on the roof and look at the areas. I do not want to sit down and talk about it with the architect or the general contractor. We have talked about it over the phone.

Chairman Herbert stated that we will be there but we will stay out of your way.

Chairman Herbert addressed item 8 of the agenda:

Memorial High School Science Lab and Other Improvements --

Mr. Clougherty stated we had a final walk-through at Memorial. We had some items that we anticipated being complete yet they were not. The casework contractor is being contacted and he is taking care of some additional items that should have been taken care of. We have a list of twenty items or so and in combination of that list are items that are our responsibility, there are some vandalism problems and they get thrown onto the contractor's list. But they are all minor items. We just wanted them taken care of and we could not sign-off on them.

Alderman Thibault stated that you couldn't blame the contractor for vandalism.

Mr. Clougherty stated that he agreed and that is his point. There are some items that the contractor is responsible for and some items that we are clearly

responsible for. The contractor has not complained about fixing things that are outside of his scope of work.

Chairman Herbert asked for an example.

Mr. Brennan replied the stool top got unscrewed from the stool is vandalism. The latches on the drawers in the biology room got snapped off.

Chairman Herbert stated we should give a reward to have them snitch on each other.

Alderman Thibault asked Mr. Sheppard do we keep track of these problems that we encounter when we build a new school. If this contractor bids again on another school, do we alert him to these situations. We do want the same problems we had last time with you. Is there a method that we use.

Mr. Sheppard replied we pre-qualify contractors.

Alderman Thibault stated so if you had a major problem with a contractor in the past, you should bring that up at the time of the bids.

Mr. Sheppard stated if we had a major problem with a contractor we probably would not allow them to pre-qualify or bid so they would not even have a chance to bid on the project, they would never make it that far.

Chairman Herbert addressed item 9 of the agenda:

ADA Accessibility/School Elevators
McDonough School Elevator/ADA Improvements --

Mr. Clougherty stated that this project is complete and we have a final walk-through scheduled for the 27th of March.

Alderman Thibault asked Mr. Sheppard if he feels comfortable with that.

Mr. Sheppard replied in the affirmative.

Chairman Herbert addressed item 10 of the agenda:

Central & West Heat & Ventilation Improvements Phase III and Phase IV -

Mr. Clougherty stated that he would like to summarize Phase III and IV. We had a final walk-through on both of these on Monday. The School Department has signed-off on it, the Principal has signed-off on it and I just have to get a couple more signatures, one from the contractor, the architect has signed-off. The projects are complete.

Chairman Herbert asked the heating and ventilation improvements in the projects are complete at Central and West. Could you draw a connection between the problems we had to clarify it. This work has something to do with the comfort of the schools. We had problems in the James Building in particular, is this not related to any of this.

Mr. Clougherty replied that this work did not take place in the James Building.

Chairman Herbert stated so the James Building was purely a window problem. There was heat getting in there but it was flying out the windows.

Mr. Clougherty replied in the affirmative.

Mr. Brennan stated that he could feel the air when he was standing next to the window.

Chairman Herbert stated so the HVAC in the James Building is fine.

Mr. Sheppard stated that he would not agree with that. It has been a seven-year project. As far as the wall goes, Tim Clougherty may go into it a little bit later. Next year's budget has funding to replace that.

Chairman Herbert stated that there is \$250,000 for the James Building.

Alderman Thibault stated that he was there on Monday morning in the gymnasium. Mr. Brennan and Mr. Tanguay were both there also. I saw a major difference in the gymnasium. I noticed all of the new ductwork had been put in and you could feel the difference. I want to commend the people who did that because you could feel the difference in the stuffiness that was in that area prior to that. They are on the right track.

Chairman Herbert stated that this is great work but I was trying to see if there was any connection. We are going to put the windows in and next year we going to put C-4 in the basement.

Chairman Herbert addressed item 11 of the agenda:

West Industrial Arts/Tech Ed Improvements --

Mr. Clougherty stated that they had a final walk-through on Monday. We agreed that all of the work that we contracted to do was complete. However, one issue came up in conversations with the shop teachers and other individuals who were involved. We have a problem with dust collection in that area. It is a woodworking shop in the woodworking portion of the project. We are looking at trying to find a solution to the problem where there is simply too much sawdust in the air (fine dust). We are looking at augmenting the project to include some sort of dust collection system.

Chairman Herbert asked what they are doing now, do you have a system that vents out of the room.

Mr. Clougherty replied in the affirmative and stated that there is return air and there are special filters on the air handling units. Unfortunately, the volume of dust that was looked at is less than what is actual. The filters themselves are not in the room so it is more difficult for the shop teacher to change the filter and make sure everything is working right. The units are on the roof and they serve multiple areas. We are going to look at an "area specific" dust collection system.

Chairman Herbert stated that sounds like a problem for the future. Those things tend to be forgotten because they are up on the roof.

Mr. Sheppard stated as far as the dust collection system, we looked at that to be on the project and there was some decision made by the contractor that it was not needed.

Mr. Brennan stated the contractor did not feel it was needed based on what he thought the load was going to be. The amount of dust that he thought was going to be in the air. It felt that the current system would handle it. It has almost tripled based on the number of students taking classes there. It went from two to six classes.

Mr. Sheppard stated that they added another teacher there as well.

Mr. Brennan agreed and stated therefore the volume has increased. That is what happened from the time it was planned and then constructed and until the classes were held, it went from two classes a day to six classes a day.

Chairman Herbert stated that he feels that it will get augmented and they will do whatever is necessary. Will this cost a lot.

Mr. Clougherty replied that he would rather not say at this point. We are exploring different options.

Chairman asked we have retainage but is that committed to some other work.

Mr. Clougherty replied in the negative and stated we are comfortable we can meet the completion of the project.

Chairman Herbert stated that somebody should remember that those things are on the roof. Nobody in the school system checks that.

Mr. Clougherty stated *ServiceMaster* is made responsible for changing some of the filters.

Chairman Herbert stated he is saying that is a place that will be forgotten.

Mr. Sheppard stated it is part of the *ServiceMaster* contract. It is up to us to make sure that *ServiceMaster* is doing what we pay them to do.

Chairman Herbert asked are we comfortable with the money we have.

Mr. Clougherty replied in the affirmative.

Chairman Herbert addressed item 12 of the agenda:

NORESCO Performance Contract --

Mr. Clougherty stated we are working on contract closeout right now. Kevin Sheppard is closing up some of the financials and making sure all of the money is straight. Basically, the contract is done. We have done some final walkthroughs. NORESKO is working on putting together operation of maintenance manuals and as-built documentation as well as further training of our personnel.

Chairman Herbert stated that he was not around when they originally did this contract and asked is this intended to save money over the years and is there a payback on this.

Mr. Sheppard replied that there is a guaranteed payback.

Chairman Herbert asked guaranteed by NORESKO.

Mr. Sheppard replied in the affirmative.

Chairman Herbert asked do you remember the timeframe on that.

Mr. Clougherty replied it is different for different portions of the contract. Lights have a certain payback and frequency drives have a certain payback.

Mr. Sheppard stated that lights are a quick payback typically. Some of the other items may be a seven or eight-year payback. They are reasonable paybacks to get new equipment or renovate equipment. It is a great program because there is a guaranteed payback. If they do not meet that payback then they have to throw out the contract.

Chairman Herbert asked does NORESCO have an annual operating contract with the City of Manchester in order to maintain and are they doing training.

Mr. Clougherty replied in the affirmative to both questions and stated they do train our personnel. That will be an on-going process. They also have an operation and maintenance division that comes in and tweaks the equipment to make sure everything is working right. Checks the sequences of operation and does electrical testing on the equipment that they have installed. That is more on a monthly or bimonthly basis. There is a stipulated amount of times that they check the system annually but I'm not sure what that is.

Chairman Herbert asked Mr. Brennan in terms of lighting for facilities where there is a lot of computers did we have any input into the type of lighting that is going into those rooms.

Mr. Brennan replied in the negative on any old replacement it was simply replacing what was there. On the newer construction we have been involved with that is it. The answer is no from what I have been told.

Chairman Herbert stated that he has read it is a different type of lighting than you would normally find. It can avoid a lot of problems.

Mr. Brennan stated for example at West High School in the Tech Ed. lab area they have four levels of lighting; full, halfway, darkness and a little lighter. That is the new construction.

Mr. Clougherty stated that they are not doing that in all of the areas but it is a programmatic issue. That area happens to be a computer lab where they use some audio/visual equipment.

Chairman Herbert stated when we go on to do any new construction if you could make certain that type of lighting is considered as part of the contract. I read some articles about it and maybe it is more expensive but it definitely makes a big difference.

Mr. Brennan stated that is part of our responsibility when we put out the specs. We have an obligation when we develop the educational specifications to say this is what is happening and this is the type of lighting that should be used.

Chairman Herbert stated that it makes a big difference with glare.

Chairman Herbert addressed item 13 of the agenda:

Jr. High School Tech Ed --

Mr. Clougherty stated that project, in researching it, was accepted by this board on April 27, 1999. There is nothing left to do with this project. There are some monies outstanding that the School Department has yet to expend. They are working on doing that.

Alderman Thibault asked was the money in CIP or appropriated debt.

Chairman Herbert replied this is bonded money.

Mr. Sheppard stated this it was CIP money.

Alderman Thibault asked where does the money that is left over go.

Mr. Sheppard replied there is a SCIP Committee (School Capital Improvement Program Committee) which is made up of the Director or Public Works, Director of Planning, Building Director, Finance Director, and School Superintendent. They meet funding balances and they are the ones who allocate money.

Alderman Thibault stated that Personnel is looking for that and it is crucial. Any monies in CIP for projects that have been done there may be balances in some of the accounts.

Mr. Brennan referring to page 13A and stated that you can see an example where SCIP money was used. That group made a decision to include it into this project.

Alderman Thibault stated that he wanted everyone to be aware that are scrutinizing that right now and finding out that some of the CIP projects that have

been done since 1993 or 1994, there are some balances in those areas that are not being used for anything.

Mr. Brennan stated we are going through that now at department level. Not necessarily on these projects, but on all projects.

Chairman Herbert asked how that works. Was this originally bond money.

Mr. Brennan replied in the affirmative.

Chairman Herbert asked was it a mix of cash added to bond money.

Mr. Brennan replied if you look at the upper right corner you can see where some of the facilities were added into that. Some was bonded then SCIP money was used and then this Jr. High Improvement money was used.

Mr. Sheppard agreed and stated that was probably all bond money but what is identified there is the actual bond that the money is coming from.

Alderman Thibault stated suppose that the City of Manchester bonds a \$10 million dollar school project and we use only \$9,200,000 of it. There is \$800,000 left in that account that nobody seems to bring up and say what are we going to do with this money. That is what they are finding out now. There are some projects back to 1993 that there are balances that have been there since 1993. Not just the schools.

Mr. Brennan stated that it probably does not happen in school because of the SCIP Committee. They are the ones who take the projects for example, on the left-hand side was the budget of \$700,000 to do this project. On the right-hand side is where the fund source is. You can see where they took some out of SCIP and other projects that had balances. That is how they came up with that money. We do that whenever we have balances.

Alderman Thibault stated that maybe they were not school projects but the Personnel Committee has found there are several projects dating back to 1993 that there are fund balances left on projects that were authorized throughout the city and nobody seems to know where to put the rest of that money.

Mr. Sheppard stated what happens is that a lot of projects that are complete by the department and they do not let the Finance Department or the Planning Department know that the project is complete to close out the bond.

Mr. Sheppard stated this information is not followed through from departments to CIP. There are closed projects but the department never informs the Finance Department.

Chairman Herbert stated that he was curious as to where this cash resides that nobody knows about.

Mr. Sheppard stated that it sits in that account.

Alderman Thibault stated the cash is there, however, there are other projects that if we knew we had these fund balances, we could use to fund for example a couple of windows at some other school or some other place.

Chairman Herbert stated on the School District side, when we have some cash left over on projects like that, they go into this SCIP fund. Can this SCIP Committee money get rolled over every year or is it zeroed out.

Mr. Brennan replied that it stays there until it is expended. Using this example, those three funding sources were not new funding sources, they came from other projects. That is how they reached the \$700,000 amount.

Chairman Herbert stated that he has seen the CIP money but not any SCIP money.

Mr. Clougherty stated that SCIP is CIP money. It is school capital.

Chairman Herbert asked Mr. Brennan is that our money SCIP.

Mr. Brennan replied in the affirmative.

Chairman Herbert stated that it is never labeled as such.

Alderman Thibault asked Mr. Brennan if you do a project and there is money left over that goes back to the City of Manchester CIP it does not go to the school.

Mr. Brennan replied before it gets to the City, it goes into the CIP Committee discussions and it gets used as SCIP money. Very few of those dollars will get to the City level because it will be folded back and carried over into a school project.

Chairman Herbert asked this is from last year CIP.

Mr. Brennan replied it is a collection of past year funding sources.

Chairman Herbert stated that there is \$121,168, which we have not allocated anywhere.

Mr. Brennan stated that is mainly in computers and if you know, we are not into computer purchasing lately. Once that is cleared up, we can expend this money because we have a project identified for the eighth grade.

Chairman Herbert asked how does this work because we just got the riot act by the Mayor on both sides.

Mr. Brennan replied that is money that is bonded for this project; it has nothing to do with curtailment of purchases. These are project-designated money. If we wanted to use this money for another purpose, then we would have a problem. We have a curriculum based on the purchasing of this equipment.

Chairman Herbert asked so the \$121,000 is not free money. It is part of this project that had some technical equipment to be purchased. It just has not been purchased yet.

Mr. Brennan replied in the affirmative and stated that we do not have the go-ahead to purchase the hardware. We are not going to purchase the software until we get the go-ahead and that is a School issue that was mentioned the other day.

Chairman Herbert stated it is illegal to take money that has been allocated to a certain project and spend it elsewhere. The City's situation where we do a bond a do various funding sources for this project. If in fact there was money left over that was not already earmarked as part of the project, in this case it is not so, but if you had money leftover you could use it for other projects. Does it have to stay as a capital improvement project or can you use it something else.

Mr. Brennan replied in the negative.

Alderman Thibault agreed.

Chairman Herbert stated that he thought money could be switched between line items. But this is not a line item; this is City line item.

Mr. Brennan stated that is correct.

Alderman Thibault stated that money is earmarked. If you are going to deviate from that you have to come back to the CIP or through the Board to get approval.

Chairman Herbert stated this gets back to what you were talking about. Dan O'Neil asked what is a restricted account; the bonded money is put in a lockbox. You can use it for another capital improvement project with the leftover money but you cannot take it out of capital improvements.

Alderman Thibault replied in the affirmative.

Chairman Herbert stated this money is not available for us. The bonded indebtedness is in that category. What could you do with the leftover money. Does it have to stay in the capital improvement area.

Alderman Thibault stated for example, if you have \$900,000 and you came up with another project then you would have to come back to CIP and to the Board of Mayor and Aldermen in order to get that re-approved. You could still use it if the Board agrees and the staff agrees.

Mr. Sheppard stated that he wants to make sure that everyone understands. Through the CIP process they allocate the full funding for example this year \$4.4 million dollars to the School District for various projects. They identify the projects that they would like to see done. The SCIP Committee then meets and breaks the money up into separate projects. We are still under that one CIP project that SCIP Committee reallocates the funds. It does not go back to the City CIP Committee. If we want to move that money from that one SCIP \$4.3 million to another project, it would have to go back to the City CIP Committee. But with the SCIP Committee overseeing that one part of \$4.3 million, they can reallocate that to any project that they want. That is part of the reason the SCIP Committee was set up. A representative of a lot of departments are involved in these projects.

Chairman Herbert addressed item 14 of the agenda:

Draft Policy for Volunteer Projects

Chairman Herbert asked if there had been any changes.

Mr. Clougherty replied in the negative other than the approval. We have already voted on this and it has been sent to the City Clerk's Office and he has approved this.

Mr. Ouellette asked Mr. Sheppard if this policy is the same as what the people at the West High fitness center had to go through. It seemed general. They are not adding on something else that somebody is going to have to do and then they are going to come later on and say they did not have to do that.

Mr. Sheppard replied in the negative and stated the West High fitness center; this policy was not in place when that got approved. But they did go through the similar issues that we have addressed here. They had bonds and insurance.

Alderman Thibault asked Mr. Sheppard is it to make sure that if any other volunteer organization tries to do something like this, they must adhere to the City's policies of Zoning etc.

Mr. Ouellette stated my only concern was for somebody else to come up and say well they did not have to do this, why do we have to do it.

Alderman Thibault stated they did too in a lot of ways. They had to adhere to some of the City's policies.

Mr. Sheppard stated that is the reason that the past Chairman, Janice Higgins, wanted a written policy so that is would be the same for everybody.

Mr. Clougherty stated that the committee did not actually vote to accept that policy.

On motion of Alderman Pinard duly seconded by School Cmte. Member Leonard, it was voted to accept the Policy on Major Capital Improvements to School Buildings by Volunteers as presented.

Chairman Herbert stated that Mr. Sheppard was kind enough to offer to give us a snapshot looking forward.

Mr. Sheppard stated overall in the School District we did pretty well in the CIP process. We have \$4.3 million in bond money plus \$1 million in cash. \$250,000 of which was for the school auditoriums. It was the money that was approved for the school auditoriums last year that we borrowed to do the stage improvements.

Mr. Clougherty stated the major items are Phase V of the Central and West heating and ventilation project is going to take place primarily in the Central High School Practical Arts building. We will be replacing steam radiators with hot water radiation. Adding a couple of units on the roof to provide fresh air and improve the air qualify. Also included in that project will be the same scope of work in the Industrial Arts building at Central High School as well as some ventilation improvements to the wrestling area at West High School. One of the other line items is addressing the windows and the curtain walls at the James Building at Central High School.

Chairman Herbert stated that was a separate item.

Mr. Clougherty agreed and stated Central and West was approximately \$1.4 million dollars. That is engineered, designed and we are looking at getting bidding documents out within four weeks.

Chairman Herbert asked was that the Central auditorium and what else.

Mr. Clougherty replied the Practical Arts Auditorium and the Industrial Arts building.

Mr. Clougherty stated the next project that has received preliminary approval was the curtain walls at the James Building and the windows. That was \$250,000. Another project that we received preliminary approval was the electrical upgrades. These will take place at the Macon Building at West High School. It will also include new ceilings in those areas. Electrical upgrades at the Practical Arts building. That was \$650,000 that we have in the line item. We have also received approval on reroofing at five different schools: the School of Technology, Parkside, Weston School, Central High School Industrial Arts and a fifth yet to be named. Southside and Hillside were the two on the list that were six and seven on our priority.

Chairman Herbert asked what determines whether or not they get reroofing (Southside and Hillside). Is it the actual cost on the first five.

Mr. Sheppard replied it came from the Mayor's Office. We are talking about is the Mayor's recommended CIP budget. It goes to the full Board of Mayor and Aldermen next week for a public hearing.

Chairman Herbert asked it was put in as \$2 million dollars.

Mr. Sheppard replied what has been put in is allocated as a total amount for all of the projects \$4.3 or \$4.4 million dollars. It is probably that all of these projects are identified underneath that. What they identified for roofing were the first five roofs. If they say \$4.3 and that equals all of these projects. In the roofing part they cut out two of the roofs. Those two roofs have not been a serious problem for us but it is time to replace them. They are not like the MST roof.

Chairman Herbert stated Hillside has had leaking.

Alderman Thibault stated that they are twenty-five years old.

Mr. Sheppard agreed that they are getting old.

Chairman Herbert stated that he thought one of the causes of the final expiration of the gym floor was water coming down the walls.

Mr. Brennan stated that was the boiler room right next to it. It came up underneath the floor. It was not the roof.

Chairman Herbert asked is Hillside and Southside on or off. Is it a judgement call if you have money.

Mr. Sheppard replied right now they are off. They are not part of the approved CIP budget.

Chairman Herbert asked if that was \$2.4 million dollars.

Mr. Clougherty replied it actually comes out to roughly \$1.64 million dollars.

Mr. Brennan stated the original request was at \$2.4 million dollars for all the roofs that leak. What you are talking about the five total is \$1.64 million dollars.

Mr. Clougherty stated the last item was asbestos abatement, an on-going program. We are looking at taking care of McDonough School, the gymnasium at Green Acres School and Beech Street School in the future. We have it identified but we have not actually requested the monies for Beech Street School.

Chairman Herbert asked Beech Street School is not in this money.

Mr. Clougherty replied that is correct.

Chairman Herbert asked what did we end up with at that line.

Mr. Clougherty replied that number is \$225,000 but he would like to check it if you want to call me.

Chairman Herbert stated there is \$1 million dollars in cash for various projects of which the Mayor wanted to put some auditorium improvements.

Mr. Clougherty agreed and stated there was \$1 million dollars in cash that they recommended. Of that \$1 million dollars we are to refund \$250,000 that was allocated to us to improve the stages.

Mr. Brennan stated this is next phase either phase II or phase III. About \$150,000 for last year was as a result of an effort made by a group of citizens from West. They came to the Board of Mayor and Aldermen and received approval for \$150,000. Between that time and now the stages became a crisis and we needed the funding so we were authorized by the Board of Mayor and Aldermen again to use that \$250,000 to get to the point where we are currently with the stages. What the Mayor is attempting to do is say we took that money away from this group or for the stated purposes and now we need to restore it. At the same time, we will as a School District and a SCIP group, in order to use these auditoriums, take steps so it may eat up some of that \$250,000.

Chairman Herbert asked for example there is \$1 million dollars in there. When I went through the list of what we had identified what we wanted to do with the cash. It came up to \$884,000. There is \$116,000 in something if you needed it. Ever since I have been on the Board in a year we have needed a lot more than that. We have already identified \$884,000 out of the \$1 million dollars. The Mayor says that he would like to have this auditorium work done that is now in the list of the \$1 million dollars. I am trying to identify what the price is.

Mr. Clougherty replied the \$250,000 was actually the money that we are using right now to do the high school stage rigging. So, \$135,000 of that has been expended and we still have \$115,000 out of the \$250,000.

Chairman Herbert asked that he is trying to get the impact on the \$1 million dollars.

Mr. Sheppard replied next year we have \$1 million dollars cash. \$250,000 of that is dedicated through the CIP process (Board of Mayor and Aldermen) right now is school stages. The request was \$884,000. The bottom line is instead of funding \$884,000 - \$750,000 got funded. So we need to make some cuts on that list.

Chairman Herbert stated it sounds like we have to cut \$100,000+ off of our \$884,000 worth of projects.

Mr. Sheppard stated there might be some balances left over from the \$250,000 from this year for stages. That will be carried into next year to help supplement. There may be some money to help bridge that gap between the \$884,000 and \$750,000. But the bottom line is that we have \$750,000 when we requested the \$884,000.

Chairman Herbert stated we requested \$1 million and we got \$750,000. Before I was looking at \$116,000 of cash that if something came up we could use it. But the auditorium work is something that the Mayor put a priority on and it sounded

logical and reasonable to me. I just had no idea what the number was. If there are some funds left over from last year's funding this will go into the SCIP funds. We really do not know where we are at exactly.

Mr. Brennan stated that is correct and stated because you need to realize that the requested amount for auditorium work was \$2 million dollars.

Chairman Herbert stated that is a different line item.

Mr. Brennan stated but the anticipation was that the \$250,000 plus the \$113,000 still would not be enough to get the auditoriums to the level that they should be at.

Chairman Herbert stated this is not anything up to what it was when everybody did not realize that it was so dangerous. At least I know what to look for, to keep an eye on whether or not any of that money is there because on the school side, Parker Varney School has made a major effort to get money for their school. The carpet was listed on the bond side not on the cash side. They are going to get funded for the doors and other various items. We had \$884,000 and unless there is money left over we still have another \$130,000 to cut out of here.

Alderman Thibault stated that you would not find that until you get to the final numbers.

Chairman Herbert stated this is probably more on the school side. I know that the aldermen are very much in tune with your schools.

There being no further business to come before the committee, on motion of Alderman Thibault duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee