

ATTENDANCE:

Mr. David Freedman, Board of Education
Ms. Kathy Hamilton, Board of Education
Mr. Gino Faiella, Director of Facilities

Dr. Joseph Erardi, NPS Superintendent
Mr. Ron Bienkowski, NPS Business Office
Mr. Keith Alexander, Chair Board of Education
(left at 9am)

One member of the Public

- **CALL TO ORDER**

The Board of Education CIP/Finance/Facilities Committee Meeting was called to order at 8:02 a.m.

- **PUBLIC PARTICIPATION**

Michael Brennan – was interested in learning more about the CIP process and to understand how items are placed on the CIP schedule.

- **APPROVED MINUTES**

Minutes from August 14, 2015 and January 5, 2015 (motion made by Kathy and seconded by David) Minutes Approved.

- **COMMUNICATIONS/ANNOUNCEMENTS**

Kathy Hamilton will update on February 4, 2015 minutes – Kathy reported that there were no minutes because there was no meeting

- **UNFINISHED BUSINESS**

Formal Vote on acceptance of Chair of CIP/Finance/Facilities committee – (Motion made by Kathy to appoint David as chair, Seconded by David) All in favor.

- **Action Items**

- Discussion and possible action: Board of Education Capital Improvement Plan 2016/17 – 2020/21

Ms. Hamilton presented the current CIP program which was not approved by the Board of Education on the August 18, 2015 meeting. Mr. Freedman discussed that we did not receive any charge at the August 18 board meeting as to a direction for the CIP program other than the question of how the scope of the Hawley project had changed and the timing of the change. Ms. Hamilton passed out information that included a Historical Outline of Hawley Project with backup (see attachments).

- 2010 – Hawley HVAC project proposed and approved by the BOE on 8/17/2010 as a three phase project:
 - Phase 1: Boiler/Electrical Upgrade
 - Phase 2: Ventilation
 - Phase 3: Limited Air-conditioning – specifically for the 1921 section

- 2011 – Hawley HVAC project modified but still three phases and is approved by the BOE on 8/16/2011

- 2012 –
 - 6/26/2012, PBSC accepts the new project scope from Kaestle Boos which modifies the order of the project and adds a possible ADA enhancement component.

 - 9/4/2012, BOE approves the revised Hawley School project
9/5/2012, BOE CIP Committee discusses the Hawley project and the minutes indicate that the business director will forward the CIP documentation to the town's finance director

 - 9/10/2012, PB&SC move forward with the re-phased Hawley project

- 2013 –
 - 9/30/2013, CIP meeting held (no discussion about the Hawley project)

 - 10/1/2013, BOE approves CIP (Phase 1 underway, but no other changes to Hawley project)

- 2014 –
 - 5/7/2014 & 8/14/2014 – BOE CIP Meetings discussing the various parts of the CIP. Recommendation to move Phase II Hawley project to 2019-20 but extract the Hawley roof project out of Phase II and to 2017-18.

 - 8/19/2014, BOE approves revised CIP which includes the change in timing to the project. (This discussion is recorded on the town's website at the 1 hour, 40 minute mark.)

 - 10/23/2014, BOF removes the Hawley HVAC project from the CIP

Dr. Erardi asked if Hawley had unsafe air conditions and Mr. Faiella responded- NO – extensive air testing was done several years ago

Mr. Faiella will get hard numbers for Boiler replacement at Hawley and bring back to Board with consideration of putting in CIP in the future.

NEW BUSINESS

- Discussion of CIP process – Ms. Hamilton presented the Capital Improvement Plan Regulation and the process document, dated March 25, 2014, which augments the regulation and identifies the step by step process for the CIP. Document attached.
- Discuss and possible action on Financial Transfers for the FY 2015-2016 Budget

Ms. Hamilton asked Mr. Bienkowski about Transfer's made in the budget and wanted to have a better understanding of how and why transfer's were made. Mr. Bienkowski explained the process. Ms Hamilton noticed that there had been salary adjustments for several Education Assistants based on union contract, however the union contract has not been fully settled.

Dr. Erardi had identified that 3 positions have not been filled. .5 Special Education at HS, A support person at HS and the District Health Coordinator.

Based on the conversation about updated information, Mr. Bienkowski will be presenting an updated transfer request to the Board at the September 1st board meeting.

- **PUBLIC PARTICIPATION**

None

- **ADJOURNMENT**

A motion by Ms. Hamilton and second by Mr. Freedman was made to adjourn the meeting at 9:25 a.m. All in Favor

Backup Documents:

Attachment

CIP Regulations

Hawley Project History

Minutes from August 2010

Minutes from June 30 2011

Amended CIP Process

Submitted: David Freedman, CIP/Finance/Facilities Committee Chair



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

March 25, 2014

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

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

PRE-APPROVAL PLANNING FOR EACH PROJECT

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

PRELIMINARY APPROVALS

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

PROJECT BIDDING AND AWARD

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



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

PROJECT IMPLEMENTATION

Project Type A – Professional Services

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

Project Type B – Product Procurement

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

Project Type C – Construction/Renovation

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

All Projects

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



TOWN OF NEWTOWN

PUBLIC BUILDING AND SITE COMMISSION

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

March 25, 2014

PHASE A – PROJECT IDENTIFICATION, SCOPE & COST STRUCTURE

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

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

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

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

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

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

PHASE B – PROJECT IMPLEMENTATION

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

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

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

Project Type A – Professional Services

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

Project Type B – Product Procurement

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

Project Type C – Construction/Renovation

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

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

Middle School Roof Update:

Mr. Faiella said there have been no changes. The Public Building and Site Commission will interview and pick the architect.

Mrs. Fetchick said Bob Edwards and Tom Catalina have been invited to attend the combined CIP/Facilities Committee meetings. Mr. Edwards seemed hopeful to work a schedule with a start date of April 1. They will meet with the three architects this Friday and then on the 31st to make a selection. A former middle school teacher and Donna Culbert attended a meeting for information on the middle school roof and thought a letter should be sent to staff and parents to inform them on what we plan to do and the Superintendent has agreed to do so.

Item 5 – Old BusinessCIP Discussion and Possible Action:

Mrs. Fetchick went over the CIP.

Mr. Nanavaty said we may get a more favorable price on the HVAC work for Hawley, Middle Gate and Sandy Hook if we bid for all three projects. He asked if the Board would consider amending this in the future if we get a favorable bid price.

Mrs. Fetchick said that would be left up to the business office to decide. Mrs. Raymo recommended bidding the boiler phase 1 and 2 together and phase 3 separately.

Dr. Robinson said the middle school numbers were from Fletcher Thompson. There are upgrades for the cafeteria but old estimates would have to be re-estimated. She would like the science rooms updated and some work done in the media center.

MOTION: Mrs. Bittman moved to accept the CIP dated August 13, 2010 as presented. Mr. Nanavaty seconded. Vote: 7 ayes

MOTION: Mr. Nanavaty moved to approve the year-end financial report dated June 30, 2010. Mrs. Bittman seconded.

Mr. Nanavaty asked if we purchased Enos for the high school for \$55,762.

Mr. Bienkowski said the motion at the June meeting was to purchase SmartBoards for Reed and Enos for the high school.

Mr. Nanavaty asked if we returned \$100,000 to the Town and kept the rest.

Mr. Bienkowski said we will return \$155,762 and will take the \$100,000 into a reserve for the Board of Education.

The Board agreed on having a report on this year's budget before work begins on next year's budget which would include each line item.

Mr. Bienkowski said that when we start to work on the 2011-2012 budget we will have all the expenditures from the previous budget. The budget in the book includes transfers made up to Dec. 31st.

Vote: 7 ayes

Item 3 – Reports (continued)

The Strategic Plan Update was postponed until the next meeting.

**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2011/12 TO 2015/16**

Approved by
the BOE 8/17/2010

| CIP Item # | Location | Description of Project | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | TOTALS |
|------------------------------------|---------------|---|-----------|-------------|-------------|-------------|-------------|-------------|
| 1 | Hawley Elem. | HVAC Design Fees for proposed three phase project | \$350,000 | | | | | |
| 2 | Hawley Elem. | HVAC Phase I Boiler/Electrical replacement and upgrade | | \$3,000,000 | | | | |
| 3 | Hawley Elem. | HVAC Phase II Ventilation system installed | | | \$2,200,000 | | | |
| 4 | Hawley Elem. | HVAC Phase III Split/Systems Limited Air Conditioning | | | | \$1,600,000 | | \$7,150,000 |
| 5 | Middle School | Design Fees - All Phases climate control renovate and comply with code | | | \$630,000 | | | |
| 6 | Middle School | Phase I Three new boilers & re-piping | | | | \$2,070,000 | | |
| 7 | Middle School | Phase II - HVAC recommendations & code compliance | | | | | \$4,805,000 | \$7,505,000 |
| 8 | High School | Engineering Fees - Renovate auditorium | | \$100,000 | | | | |
| 9 | High School | Auditorium ADA code, replace duct work, lighting, seating and fire sprinkler system | | | \$1,339,338 | | | \$1,439,338 |
| TOTAL COSTS OF ALL PROJECTS | | | \$350,000 | \$3,100,000 | \$4,169,338 | \$3,670,000 | \$4,805,000 | |
| TOTAL TO BE BONDED | | | \$350,000 | \$3,100,000 | \$4,169,338 | \$3,670,000 | \$4,805,000 | |

Town of Newtown
 Department CIP Summary Worksheet
 For the Five Fiscal Years 2011/2012 to 2015/2016

DEPARTMENT: Board of Education

| Item # | Capital Item | PROJECT COST - TOTAL / BONDED | | | | |
|-----------------------------------|---|-------------------------------|------------------|------------------|------------------|------------------|
| | | 2011/2012 | 2012/2013 | 2013/2014 | 2014/2015 | 2015/2016 |
| Item # 1 | Hawley HVAC Renovations - Design | 350,000 | - | - | - | - |
| | | 350,000 | - | - | - | - |
| Item # 2 | Hawley HVAC Renovations - Phase I | - | 3,000,000 | - | - | - |
| | | - | 3,000,000 | - | - | - |
| Item # 3 | Hawley HVAC Renovations - Phase II | - | - | 2,200,000 | - | - |
| | | - | - | 2,200,000 | - | - |
| Item # 4 | Hawley HVAC Renovations - Phase III | - | - | - | 1,600,000 | - |
| | | - | - | - | 1,600,000 | - |
| Item # 5 | Middle School Improvements Project-Design | - | - | 630,000 | - | - |
| | | - | - | 630,000 | - | - |
| Item # 6 | Middle School Improvements Project-Phase I | - | - | - | 2,070,000 | - |
| | | - | - | - | 2,070,000 | - |
| Item # 7 | Middle School Improvements Project-Phase II | - | - | - | - | 4,805,000 |
| | | - | - | - | - | 4,805,000 |
| Item # 8 | High School Auditorium Improvement Project | - | 100,000 | - | - | - |
| | | - | 100,000 | - | - | - |
| Item # 9 | High School Auditorium Improvement Project | - | - | 1,339,338 | - | - |
| | | - | - | 1,339,338 | - | - |
| Item # 10 | 0 | - | - | - | - | - |
| Item # 11 | 0 | - | - | - | - | - |
| Item # 12 | 0 | - | - | - | - | - |
| Item # 13 | 0 | - | - | - | - | - |
| Item # 14 | 0 | - | - | - | - | - |
| Item # 15 | 0 | - | - | - | - | - |
| Item # 16 | 0 | - | - | - | - | - |
| Item # 17 | 0 | - | - | - | - | - |
| Item # 18 | 0 | - | - | - | - | - |
| TOTAL COST OF ALL PROJECTS | | 350,000 | 3,100,000 | 4,169,338 | 3,670,000 | 4,805,000 |
| TOTAL TO BE BONDED | | 350,000 | 3,100,000 | 4,169,338 | 3,670,000 | 4,805,000 |

| | | |
|---|---|--------------------|
| Town of Newtown Department CIP Detail Worksheet Item # 1 | NEW REQUEST PRIOR YEAR PROJECT PRIOR YR REJECTED | . X . |
|---|---|--------------------|

DEPARTMENT: **PROJECT TITLE:**

PRIORITY: **LOCATION:**

ITEM/PROJECT DESCRIPTION:

PROJECT FISCAL YEAR START: **MONTHS TO COMPLETE:** **USEFUL LIFE:**

PURPOSE & JUSTIFICATION:

ALTERNATIVES TO REQUEST:

APPROVAL OR REVIEW OF OTHER GOVERNMENTAL AGENCIES REQUIRED? YES (X) NO (X)

AGENCY NAME(S):

| ESTIMATED COST: | AMOUNT | |
|-----------------------------|--------------------|--|
| ARCHITECTURAL & ENGINEERING | 350,000 | Note: As your project gets closer to the start date; more attention will be necessary when estimating project costs. |
| CONSTRUCTION MANAGER | | |
| GENERAL CONSTRUCTION | | |
| EQUIPMENT & FURNITURE | | |
| INFRASTRUCTURE | | |
| OTHER | | |
| TOTAL ESTIMATED COST | 350,000 (A) | |

BASIS FOR OR SOURCE OF ESTIMATE:

| ESTIMATED EFFECT OF PROJECT ON OPERATING BUDGET: | AMOUNT | COMMENT |
|---|----------------------|--|
| NEW STAFF REQUIREMENTS | <input type="text"/> | <input type="text"/> |
| OPERATING AND MAINT COSTS | 9,500 | Increased ventilation requires more heat; new equipment will reduce oper. costs. |
| OTHER COSTS | <input type="text"/> | <input type="text"/> |

| FINANCING PLAN: | AMOUNT | |
|------------------------|----------------------|---------------------|
| BONDING | 350,000 | |
| GRANTS | <input type="text"/> | |
| OTHER | <input type="text"/> | |
| | 350,000 (A) | TOTALS PROVE |

DEPT HEAD/MANAGER NAME: **DATE:** _____

TITLE: **SIGNATURE:** _____

Town of Newtown
Department CIP Detail Worksheet
Item # 1

ITEM/PROJECT DESCRIPTION:

-----CONTINUED-----

Hawley Elementary School HVAC Renovations

This project includes:

- Replace one boiler in the 1948 building and convert 1921 boilers from steam to hot water.
- Installation of a ducted ventilation system to provide fresh air using an energy management system
- Ducting will be appropriately sized to meet all heating and cooling requirements
- Replace steam heating systems with hot water heating systems
- Provide individual temperature control in classrooms
- Provide air conditioning throughout the building as needed
- Install energy efficient direct digital control (DDC) temperature control systems. DDC system also aids in reducing maintenance.
- Improve indoor air quality
- Provide mechanical ventilation via air handling units versus natural ventilation through open windows. The 1921 section of the building is particularly subject to noise and dust from Church Hill Road when windows are open.

In order to accommodate the HVAC renovations there are extensive renovations to the electrical systems, including lighting, power and fire alarms.

PURPOSE & JUSTIFICATION:

-----CONTINUED-----

Hawley Elementary School

The purpose of this project is to comply with current building recommendations for fresh air exchange and ventilation in classrooms and to replace aging equipment which exceeds its useful life. Built in three sections, 1921, 1948 and 1997, this facility is currently heated by two boiler plants. The 1921 section is served by two steam boiler and the 1997 section is served by one hot water boiler which is located in the 1948 boiler room. The 1948 section has old cast iron radiators, while the 1921 section has been largely upgraded to fin-tube heaters. Problems with poor temperature control capabilities and long system-response time for temperature regulation create many rooms that are either too cold or too hot during the winter season. The steam boilers in the 1921 section are relatively new (1993), but the 1948 section is operating with the original equipment and is coming to the end of its useful life. The hot water boiler was installed in 1997. Mechanical ventilation exists in all rooms, but requires windows to be opened to provide "make-up" or fresh air. This is a particular problem in the 1921 portion, where road noise and auto/truck emissions are introduced to the classrooms when windows are opened. The 1997 section has some air-conditioned spaces, but the addition has six classrooms that are not air-conditioned. The computer room, nurse's room, library, gym and office are air-conditioned.

| | | |
|--|---|-------------|
| Town of Newtown Department CIP Detail Worksheet Item # 2 | NEW REQUEST PRIOR YEAR PROJECT PRIOR YR REJECTED | . X . |
|--|---|-------------|

DEPARTMENT: Board of Education **PROJECT TITLE:** Hawley HVAC Renovations - Phase I

PRIORITY: URGENT **LOCATION:** Hawley Elementary School

ITEM/PROJECT DESCRIPTION: Install new hot water system including consolidating boiler rooms. Remove existing steam boilers and piping distribution. Provide new high efficiency condensing boiler, pumps, pipe distribution, heating elements, etc. New temperature controls including head end equipment, new electrical service 208 volt, 3 phase, new gas service, site work, ceilings remain open.

PROJECT FISCAL YEAR START: 2012 - 2013 **MONTHS TO COMPLETE:** 13 to 18 months **USEFUL LIFE:** 26 to 30 years

PURPOSE & JUSTIFICATION: To replace aging equipment at the end of its useful life with energy efficient technology controlled systems at the end of its useful life with energy efficient technology controlled systems

Phase I = Boiler / Electrical

ALTERNATIVES TO REQUEST: Use existing passive system and continue to make repairs.

APPROVAL OR REVIEW OF OTHER GOVERNMENTAL AGENCIES REQUIRED? YES (X) NO (X)

AGENCY NAME(S): Building Department

| | | |
|-----------------------------|----------------------|--|
| ESTIMATED COST: | <u>AMOUNT</u> | |
| ARCHITECTURAL & ENGINEERING | 3,000,000 | Note: As your project gets closer to the start date; more attention will be necessary when estimating project costs. |
| CONSTRUCTION MANAGER | | |
| GENERAL CONSTRUCTION | | |
| EQUIPMENT & FURNITURE | | |
| INFRASTRUCTURE | | |
| OTHER | | |
| TOTAL ESTIMATED COST | <u>3,000,000 (A)</u> | |

BASIS FOR OR SOURCE OF ESTIMATE: Brian Wetzal, CES 12/18/2009

| <u>ESTIMATED EFFECT OF PROJECT ON OPERATING BUDGET:</u> | <u>AMOUNT</u> | <u>COMMENT</u> |
|---|---------------|--|
| NEW STAFF REQUIREMENTS | [] | [] |
| OPERATING AND MAINT COSTS | 9,500 | Increased ventilation requires more heat; new equipment will reduce oper. costs. |
| OTHER COSTS | [] | [] |

FINANCING PLAN:

| | | |
|---------|----------------------|---------------------|
| | <u>AMOUNT</u> | |
| BONDING | 3,000,000 | |
| GRANTS | [] | |
| OTHER | [] | |
| | <u>3,000,000 (A)</u> | TOTALS PROVE |

| | |
|---|-------------------------|
| DEPT HEAD/MANAGER NAME: Ron Bienkowski | DATE: _____ |
| TITLE: Director of Business | SIGNATURE: _____ |

Town of Newtown
Department CIP Detail Worksheet
Item # 2

ITEM/PROJECT DESCRIPTION:

-----CONTINUED-----

Hawley Elementary School HVAC Renovations

This project includes:

- Replace one boiler in the 1948 building and convert 1921 boilers from steam to hot water.
- Installation of a ducted ventilation system to provide both heating and cooling to be thermostatically controlled using an energy management system
- Ducting will be appropriately sized to meet all heating and cooling requirements
- Replace steam heating systems with hot water heating systems
- Provide individual temperature control in classrooms
- Provide air conditioning throughout the building
- Install energy efficient direct digital control (DDC) temperature control systems. DDC system also aids in reducing maintenance.
- Improve indoor air quality
- Provide mechanical ventilation via air handling units versus natural ventilation through open windows. The 1921 section of the building is particularly subject to noise and dust from Church Street when windows are open.

In order to accommodate the HVAC renovations there are extensive renovations to the electrical systems, including lighting, power and fire alarms.

PURPOSE & JUSTIFICATION:

-----CONTINUED-----

Hawley Elementary School

The purpose of this project is to comply with current building code requirements for fresh air exchange and ventilation in classrooms and to replace aging equipment which exceeds its useful life.

Built in three sections, 1921, 1948 and 1997, this facility is currently heated by two boiler plants. The 1921 section is served by two steam boiler and the 1997 section is served by one hot water boiler which is located in the 1948 boiler room. The 1948 section has old cast iron radiators, while the 1921 section has been largely upgraded to fin-tube heaters. Problems with poor temperature control capabilities and long system-response time for temperature regulation create many rooms that are either too cold or too hot during the winter season. The steam boilers in the 1921 section are relatively new (1993), but the 1948 section is operating with the original equipment and is coming to the end of its useful life. The hot water boiler was installed in 1997. Mechanical ventilation exists in all rooms, but requires windows to be opened to provide "make-up" or fresh air. This is a particular problem in the 1921 portion, where road noise and auto/truck emissions are introduced to the classrooms when windows are opened. The 1997 section has some air-conditioned spaces, but the addition has six classrooms that are not air-conditioned. The computer room, nurse's room, library, gym and office are air-conditioned.

Town of Newtown
Department CIP Detail Worksheet
Item # 3

| | |
|---------------------------|---|
| NEW REQUEST | . |
| PRIOR YEAR PROJECT | X |
| PRIOR YR REJECTED | . |

DEPARTMENT: Board of Education **PROJECT TITLE:** Hawley HVAC Renovations - Phase II

PRIORITY: URGENT **LOCATION:** Hawley Elementary School

ITEM/PROJECT DESCRIPTION: Install dedicated outside air ventilation systems including equipment, ductwork, piping, electrical power and controls. Install ceilings, permanent light fixtures, fire alarm devices and other ceiling mounted devices. Create conditioned space at attic of 1921 section of building for new equipment.

PROJECT FISCAL YEAR START: 2013 - 2014 **MONTHS TO COMPLETE:** 13 to 18 months **USEFUL LIFE:** 26 to 30 years

PURPOSE & JUSTIFICATION: Phase II = Ventilation System - To provide ventilation which will improve air quality conditions as described in both the Climate Control Committee Report (8/12/2003) and testing done by Brooks Environmental Consulting in 2010 for recommended comfort levels.

ALTERNATIVES TO REQUEST: Use existing passive system and continue to make repairs.

APPROVAL OR REVIEW OF OTHER GOVERNMENTAL AGENCIES REQUIRED? YES (X) NO (X)

AGENCY NAME(S): Building Department

| ESTIMATED COST: | AMOUNT | |
|-----------------------------|----------------------|--|
| ARCHITECTURAL & ENGINEERING | 2,200,000 | Note: As your project gets closer to the start date; more attention will be necessary when estimating project costs. |
| CONSTRUCTION MANAGER | | |
| GENERAL CONSTRUCTION | | |
| EQUIPMENT & FURNITURE | | |
| INFRASTRUCTURE | | |
| OTHER | | |
| TOTAL ESTIMATED COST | <u>2,200,000 (A)</u> | |

BASIS FOR OR SOURCE OF ESTIMATE: Brian Wetzel, CES 12/18/2009

| ESTIMATED EFFECT OF PROJECT ON OPERATING BUDGET: | AMOUNT | COMMENT |
|---|---------------|--|
| NEW STAFF REQUIREMENTS | | |
| OPERATING AND MAINT COSTS | 9,500 | Increased ventilation requires more heat; new equipment will reduce oper. costs. |
| OTHER COSTS | | |

| FINANCING PLAN: | AMOUNT | |
|------------------------|----------------------|---------------------|
| BONDING | 2,200,000 | |
| GRANTS | | |
| OTHER | | |
| | <u>2,200,000 (A)</u> | TOTALS PROVE |

DEPT HEAD/MANAGER NAME: Ron Bienkowski **DATE:** _____
TITLE: Director of Business **SIGNATURE:** _____

Town of Newtown
Department CIP Detail Worksheet
Item # 3

ITEM/PROJECT DESCRIPTION:

-----CONTINUED-----

Hawley Elementary School HVAC Renovations

This project includes:

- Replace one boiler in the 1948 building and convert 1921 boilers from steam to hot water.
- Installation of a ducted ventilation system to provide both heating and cooling to be thermostatically controlled using an energy management system
- Ducting will be appropriately sized to meet all heating and cooling requirements
- Replace steam heating systems with hot water heating systems
- Provide individual temperature control in classrooms
- Provide air conditioning throughout the building
- Install energy efficient direct digital control (DDC) temperature control systems. DDC system also aids in reducing maintenance.
- Improve indoor air quality
- Provide mechanical ventilation via air handling units versus natural ventilation through open windows. The 1921 section of the building is particularly subject to noise and dust from Church Street when windows are open.

In order to accommodate the HVAC renovations there are extensive renovations to the electrical systems, including lighting, power and fire alarms.

PURPOSE & JUSTIFICATION:

-----CONTINUED-----

Hawley Elementary School

The purpose of this project is to comply with current building code requirements for fresh air exchange and ventilation in classrooms and to replace aging equipment which exceeds its useful life.

Built in three sections, 1921, 1948 and 1997, this facility is currently heated by two boiler plants. The 1921 section is served by two steam boiler and the 1997 section is served by one hot water boiler which is located in the 1948 boiler room. The 1948 section has old cast iron radiators, while the 1921 section has been largely upgraded to fin-tube heaters. Problems with poor temperature control capabilities and long system-response time for temperature regulation create many rooms that are either too cold or too hot during the winter season. The steam boilers in the 1921 section are relatively new (1993), but the 1948 section is operating with the original equipment and is coming to the end of its useful life. The hot water boiler was installed in 1997. Mechanical ventilation exists in all rooms, but requires windows to be opened to provide "make-up" or fresh air. This is a particular problem in the 1921 portion, where road noise and auto/truck emissions are introduced to the classrooms when windows are opened. The 1997 section has some air-conditioned spaces, but the addition has six classrooms that are not air-conditioned. The computer room, nurse's room, library, gym and office are air-conditioned.

DEPARTMENT: Board of Education **PROJECT TITLE:** Hawley HVAC Renovations - Phase III

PRIORITY: URGENT **LOCATION:** Hawley Elementary School

ITEM/PROJECT DESCRIPTION: Install "ductless split" VRF type units including combined condensing units outside and refrigerant piping as needed. Provide electrical power to equipment.

PROJECT FISCAL YEAR START: 2014 - 2015 **MONTHS TO COMPLETE:** 13 to 18 months **USEFUL LIFE:** 26 to 30 years

PURPOSE & JUSTIFICATION: Phase III = Split Systems Air Conditioning - provide air-conditioning as needed due to road noise levels and classroom comfort levels.

ALTERNATIVES TO REQUEST: Use existing passive system and continue to make repairs.

APPROVAL OR REVIEW OF OTHER GOVERNMENTAL AGENCIES REQUIRED? YES (X) NO (X)

AGENCY NAME(S): Building Department

| ESTIMATED COST: | AMOUNT | |
|-----------------------------|---------------|--|
| ARCHITECTURAL & ENGINEERING | 1,600,000 | Note: As your project gets closer to the start date; more attention will be necessary when estimating project costs. |
| CONSTRUCTION MANAGER | | |
| GENERAL CONSTRUCTION | | |
| EQUIPMENT & FURNITURE | | |
| INFRASTRUCTURE | | |
| OTHER | | |
| TOTAL ESTIMATED COST | 1,600,000 (A) | |

BASIS FOR OR SOURCE OF ESTIMATE: Brian Wetzel, CES 12/18/2009

| ESTIMATED EFFECT OF PROJECT ON OPERATING BUDGET: | AMOUNT | COMMENT |
|--|--------|--|
| NEW STAFF REQUIREMENTS | | |
| OPERATING AND MAINT COSTS | 9,500 | Increased ventilation requires more heat; new equipment will reduce oper. costs. |
| OTHER COSTS | | |

| FINANCING PLAN: | | |
|-----------------|---------------|---------------------|
| BONDING | 1,600,000 | |
| GRANTS | | |
| OTHER | | |
| | 1,600,000 (A) | TOTALS PROVE |

DEPT HEAD/MANAGER NAME: Ron Bienkowski **DATE:** _____

TITLE: Director of Business **SIGNATURE:** _____

Town of Newtown
Department CIP Detail Worksheet
Item # 4

ITEM/PROJECT DESCRIPTION:

-----CONTINUED-----

Hawley Elementary School HVAC Renovations

This project includes:

- Replace one boiler in the 1948 building and convert 1921 boilers from steam to hot water.
- Installation of a ducted ventilation system to provide both heating and cooling to be thermostatically controlled using an energy management system
- Ducting will be appropriately sized to meet all heating and cooling requirements
- Replace steam heating systems with hot water heating systems
- Provide individual temperature control in classrooms
- Provide air conditioning throughout the building
- Install energy efficient direct digital control (DDC) temperature control systems. DDC system also aids in reducing maintenance.
- Improve indoor air quality
- Provide mechanical ventilation via air handling units versus natural ventilation through open windows. The 1921 section of the building is particularly subject to noise and dust from Church Street when windows are open.

In order to accommodate the HVAC renovations there are extensive renovations to the electrical systems, including lighting, power and fire alarms.

PURPOSE & JUSTIFICATION:

-----CONTINUED-----

Hawley Elementary School

The purpose of this project is to comply with current building code requirements for fresh air exchange and ventilation in classrooms and to replace aging equipment which exceeds its useful life.

Built in three sections, 1921, 1948 and 1997, this facility is currently heated by two boiler plants. The 1921 section is served by two steam boiler and the 1997 section is served by one hot water boiler which is located in the 1948 boiler room. The 1948 section has old cast iron radiators, while the 1921 section has been largely upgraded to fin-tube heaters. Problems with poor temperature control capabilities and long system-response time for temperature regulation create many rooms that are either too cold or too hot during the winter season. The steam boilers in the 1921 section are relatively new (1993), but the 1948 section is operating with the original equipment and is coming to the end of its useful life. The hot water boiler was installed in 1997. Mechanical ventilation exists in all rooms, but requires windows to be opened to provide "make-up" or fresh air. This is a particular problem in the 1921 portion, where road noise and auto/truck emissions are introduced to the classrooms when windows are opened. The 1997 section has some air-conditioned spaces, but the addition has six classrooms that are not air-conditioned. The computer room, nurse's room, library, gym and office are air-conditioned.

BOARD OF EDUCATION – FACILITIES/CIP SUBCOMMITTEE

June 30, 2011

9:00 AM

BOE Offices 3 Primrose St. Newtown, CT

Minutes

CALL TO ORDER – 9:15

Present – Debbie Leidlein, Bill Hart, Dr. Janet Robinson, Gino Faiella

PUBLIC PARTICIPATION - None

NEW BUSINESS

1. DISCUSSION REGARDING BUDGET REDUCTION OF BUILDING AND GROUND'S BUDGET

A list was distributed regarding Building and Ground's projects that will be accomplished this year, along with their cost. At the next meeting we will prioritize the list and look to determine which items will be moved to next year.

2. DISCUSSION AND POSSIBLE ACTION REGARDING 2011-2016 CIP

More information will be needed regarding CIP. Debbie will contact Pat to set up a meeting to collaborate town and school side CIP amounts for the coming year. Debbie will also contact Bob Mitchell with Public Building and Site to update him as to our projects. At our next meeting we will have Brian from CES along with Public Building and Site to discuss the upcoming Hawley school project. We will also discuss the projects in years 13/14 through 16/17. Our next meeting will be July 18th at 11:30.

PUBLIC PARTICIPATION - None

ADJOURNMENT – 10:40

**Respectfully submitted by
Debbie Leidlein, Chairman**

BOARD OF EDUCATION – FACILITIES/CIP SUBCOMMITTEE

July 20, 2011

1:00 PM

BOE Offices 3 Primrose St. Newtown, CT

Minutes

CALL TO ORDER – 1:15

Present – Debbie Leidlein, Bill Hart, Dr. Janet Robinson, Richard Gaines, 1 member of the press

PUBLIC PARTICIPATION - None

NEW BUSINESS

1. DISCUSSION REGARDING BUDGET REDUCTION OF BUILDING AND GROUND'S BUDGET

Gino was unable to attend and so the discussion regarding prioritizing projects will happen at our next meeting.

2. DISCUSSION AND POSSIBLE ACTION REGARDING 2011-2016 CIP

More information will be needed regarding CIP.

Hawley School HVAC Renovations Project -Debbie will be meeting with Pat and members of the Public Building and Site to discuss the upcoming Hawley School project and to begin the design phase. This information will help us to solidify numbers for the three phases of the project and will give us more information for years 2012-2013, 2012-2014, and 2014-2015.

High School Auditorium Improvement Project – Mrs. Leidlein will let Mrs. Llodra know that this project is set to begin with the design phase in 12/13 and the project to be implemented in 13/14 and will ask Mrs. Llodra to alert PB&S of this project.

Middle School Improvements Project - Mr. Hart recommended pushing the Middle School Project back on year. This will enable us to make the best decision with regard to the possible closing of the Middle School as identified by the Ad

Hoc Facilities Committee and will enable us to keep the CIP amounts below the town debt cap. Pushing this project back a year will enable to BOE to reduce their capital projects by \$630,000 in 13/14, \$1,000,000 in 14/15, and \$2,200,000 in 15/16. We will ask Mr. Faiella for his input regarding this proposal at our next meeting.

Sandy Hook window replacement would be added to year 15/16 and MG windows will be added to year 14/15.

PUBLIC PARTICIPATION - None

ADJOURNMENT – 2:00

Next meeting - TBA

**Respectfully submitted by
Debbie Leidlein, Chairman**

Dr. Robinson reviewed the strategic plan process since it began in 2008. In April another meeting was held. The mission statement remained the same but the objectives adopted in 2009 were revised. She asked the Board to approve the revised objectives so we could move forward with the plan. The old strategies will change to align with the new objectives.

Mr. Alexander asked the schedule for updating the action plans.

Dr. Robinson stated the teams are developing now and will take five or six months to work with the revised strategies.

* Discussion and Vote on CIP:

Mrs. Leidlein spoke about the meeting regarding the CIP. They discussed changing Hawley to leave the 21 section as is with the newer boiler and changing the boilers in the 48 section.

Mr. Faiella said they decided to do a redesign to upgrade the boilers and install a tempered air system with a cost savings. Brian Wetzel came up with this newer technology which will make these boilers more efficient. The boilers in the 48 section would be sized to take care of the entire building.

Mrs. Leidlein stated that we have to look at possibly breaking the high school auditorium work down. They moved the middle school design fees out to year 2014-2015 because we don't know the future of the building.

Mr. Nanavaty asked how this plan reconciled with the one approved by the Legislative Council in April of this year.

Mrs. Leidlein responded that some adjustments had to be made based on the budget.

Mr. Nanavaty feels there is no guarantee they will agree when this gets to Legislative Council because they approved it in April.

MOTION: Mrs. Bittman moved that the Board of Education approve the Capital Improvement Plan dated August 16, 2011. Mr. Alexander seconded. Vote: 7 ayes

MOTION: Mr. Nanavaty moved to go into executive session to discuss the Superintendent's evaluation, potential litigation and a personnel leave request and invited Dr. Robinson. Mrs. Leidlein seconded. Vote: 7 ayes

MOTION: Mr. Gaines moved that the Board of Education deny the leave for Evelyn Pancaldo. Mr. Alexander seconded. Vote: 7 ayes

Item 7 – Executive Session Motion

MOTION: Mrs. Leidlein moved to adjourn. Mr. Nanavaty seconded. Vote: 7 ayes

Item 8 – Adjournment

The meeting adjourned at 11:47 p.m.

Respectfully submitted:

Andrew Buzzi, Jr.
Secretary

**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2012/13 TO 2016/17**

Approved by
the BOE 8/16/2011

| CIP Item # | Location | Description of Project | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | TOTALS |
|------------------------------------|------------------|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| 1 | Hawley Elem. | HVAC Design Fees for proposed three phase project | | | | | | |
| 2 | Hawley Elem. | HVAC Phase I Boiler/Electrical replacement and upgrade | \$2,300,000 | | | | | |
| 3 | Hawley Elem. | HVAC Phase II Ventilation system installed | | \$2,200,000 | | | | |
| 4 | Hawley Elem. | HVAC Phase III Split/Systems Limited Air Conditioning | | | \$1,600,000 | | | \$6,100,000 |
| 5 | Sandy Hook Elem | Window Replacement Projects | | | \$600,000 | | | \$600,000 |
| 6 | Middle Gate Elem | Window Replacement Projects | | | | \$400,000 | | \$400,000 |
| 7 | Middle School | Design Fees - All Phases climate control renovate and comply with code | | | \$630,000 | | | |
| 8 | Middle School | Phase I Three new boilers & re-piping | | | | \$2,070,000 | | |
| 9 | Middle School | Phase II - HVAC recommendations & code compliance | | | | | \$4,805,000 | \$7,505,000 |
| 10 | High School | Engineering Fees - Renovate auditoriur | \$100,000 | | | | | |
| 11 | High School | Auditorium ADA code, replace duct work, lighting, seating and fire sprinkler system | | \$1,339,338 | | | | \$1,439,338 |
| TOTAL COSTS OF ALL PROJECTS | | | \$2,400,000 | \$3,539,338 | \$2,830,000 | \$2,470,000 | \$4,805,000 | \$16,044,338 |
| TOTAL TO BE BONDED | | | \$2,400,000 | \$3,539,338 | \$2,830,000 | \$2,470,000 | \$4,805,000 | \$16,044,338 |

Dr. Salvatore said this policy allows us to streamline our K-12 system for consistency to focus on language that is consistent tying in the strategic plan.

Mrs. Roche asked for a timeline.

Dr. Salvatore said the committee was developing a presentation to cover the training needed in February. We are also going to work with the PTAs.

MOTION: Mr. Gaines moved to amend the motion to correct the typographical errors and on page 4. #9 change the wording to "both sets of parents." Mr. Alexander seconded. Vote: 7 ayes

* CIP Re-approval:

MOTION: Mr. Gaines moved that the Board of Education re-approve the CIP. Mr. McCubbin seconded.

Mrs. Leidlein went over each item. Vote: 7 ayes

Mrs. Leidlein spoke about the building and site projects and asked Mr. Faiella what were critical to address.

Mr. Faiella said the \$150,000 was going to reduce the cost for the middle school parking lot paving which will be done as soon as school is out in June.

Mr. Gaines asked if the money would be there until the project was completed.

Mr. Faiella said the money would come out of the 2012-13 budget.

Mr. Bienkowski said the \$150,000 are the unexpected funds from the 2010 fiscal year that the Town was going to set this aside for Board of Education purposes. The projects listed will be in the Superintendent's budget but, if we can have the money, they will be taken out. The projects Mr. Faiella listed are all in the 2012-13 year. We have to bid the middle school parking lot pavement in April for it to be done over the summer.

Mrs. Leidlein wanted clarification as to if the money could be carried over.

Mr. Bienkowski said it has been carried over. They were available June 2010.

Mrs. Leidlein asked Mr. Faiella to prioritize his list with the most critical items.

Item 5 – Old Business (continued)

Revisions to Graduation Policy 7-302:

Dr. Gejda said the revision reflects the addition of the personal financial literacy course. The graduation date was changed from 2017 to 2016.

MOTION: Mr. Hart moved to amend the personal financial literacy course effective for students graduating in 2016. Mr. Alexander seconded. Vote: 7 ayes.

Common Core State Standards:

Dr. Gejda presented an overview of the Common Core State Standards and how they will be implemented. For English/Language Arts there will be a 50/50 balance between literature and information text. There will be more literacy education in content areas and students should be reading appropriately complex text. Reading instruction will be more text-based with students being able to answer questions from what they read. Students should be writing to inform and be able to make an argument using evidence from the text. There will also be more emphasis on academic vocabulary.

CAPITAL IMPROVEMENT PLAN REGULATION

1. GOAL

The goal of the Board of Finance in adopting this regulation is to:

- A]
 - a) Prioritize, on a town-wide basis, proposed major capital projects
 - b) Establish a consistent level of spending for such capital projects
 - c) Integrate financial planning, budgeting and debt issuance for the Town
 - d) Encourage careful project design

This Capital Improvement Plan (CIP) Regulation hereby:

- B]
 - a) Creates a process by which the Board of Finance adopts a proactive position regarding the capital expenditures of the Town of Newtown;
 - b) Creates a process by which the Board of Finance identifies, prioritizes, evaluates, justifies, monitors, postpones or eliminates proposed capital expenditures;
 - c) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting Sections 1(B)a and 1(B)b.

2. DEFINITION

The Capital Improvement Plan is Newtown's five year program of Major Capital Purchases of a non-recurring nature. The CIP is based on assigned priorities which consider Town needs, desires, and mandates for various improvements and coincides with Newtown's current and anticipated financial capability to finance such improvements. The CIP shall be reviewed at least annually by the Board of Finance. The Board of Finance shall amend the CIP as required to address changing priorities and maintain the CIP at a five year projection time frame.

3. COMPOSITION

The Board of Finance is hereby charged with the responsibility of implementing the goals expressed above in Section 1A and 1B and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance, but do not have voting privileges.

4. TIMING

Proposed purchases may be brought to the Board of Finance at any time, however, except for exigent circumstances, purchases not presented in the Board of Selectmen or Board of Education yearly five year CIP projection shall not be considered by the Board of Finance until the next June through October period. The Board of Selectmen shall submit its five year projected CIP proposal at the first regularly scheduled Board of Finance meeting in August. The Board of Education shall submit its five year projected CIP proposal at the first regularly scheduled Board of Finance meeting in June. The Board of Finance shall hold its review period from June through October.

5. ELIGIBILITY

To be eligible for inclusion in the CIP, a proposed purchase shall have an estimated cost that is at least twenty-five hundredths of one percent (.25%) of the Town budget for the year in which the request is made(excluding projects funded with loCIP money). Listed below are some of the guidelines which would make a request eligible for inclusion in the CIP assuming the proposed purchase meets the .25% requirement set above:

- a) Purchases requiring debt obligation;
- b) Acquisition of lease or land;
- c) Purchase of major equipment and vehicles with life expectancy of five years or more;
- d) Construction of new building facilities, including engineering, design and other preconstruction costs;
- e) Major building improvements that are not routine expenses including those that substantially enhance the safety of the occupants of the building and/or the longevity of the building itself;
- f) Major equipment or furnishing required for a new building or other projects;
- g) Major studies requiring the employment of outside professional consultants.

6. PROCESS OVERVIEW

All requests for inclusion in the CIP will adhere to the following process and shall be submitted on a form as prescribed by the Town Financial Director.

- a) Each Town Department shall submit to the Board of Selectmen, a prioritized list of proposed capital purchases.
- b) The Board of Selectmen will identify, prioritize and approve, on a town-wide basis purchases it proposes to include in the CIP, excluding items requested by the Board of Education.

The Board of Education will likewise identify, prioritize and approve purchases it proposes to be considered for placement on the CIP.

- c) The Board of Selectmen and the Board of Education shall also include in the request(s):
 - the identification of any revenues or reimbursements anticipated each year
 - financial impact statement as provided by the Town Financial Director
 - indication whether the item/project requested is eligible for LoCIP funds
- d) The Town Financial Director will review and compile the two lists to be presented to the Board of Finance.
- e) The Board of Selectmen and the Board of Education will then present their prioritized purchase request to the Board of Finance.
- f) The Board of Finance will consider all requests made through this process and determine those that will be recommended for inclusion in the CIP and those that are to be rejected or postponed. If rejected, the proposed purchase can be resubmitted to the appropriate Board at the first step of the process. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level.
- g) The Board of Finance will prioritize, on a town-wide basis, all requests it approves for inclusion into the CIP, establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase.
- h) The Board of Finance will forward its recommendation to the Legislative Council by November 30th. The Legislative Council may accept the plan in its entirety, reject any item or reduce any item in capital costs, or reduce any item in priority. Any new item addition, or increase in proposed capital expenditure for an item by the Legislative Council shall be referred back to the Board of Finance for further review and recommendation with written comment by the Legislative Council as to its reasoning. Within a reasonable time thereafter, the Board of Finance will resubmit its recommended CIP plan noting any changes it has made.
- i) The CIP plan approved by the Legislative Council shall be the single and final adopted CIP plan for the Town of Newtown, except should the Legislative Council not return a proposed plan by the Board of Finance to the Board of Finance for further review within sixty days of its submission, and not pass the final CIP plan presented by the Board of Finance within sixty days of submission to the Legislative Council, the proposed CIP plan presented by the Board of Finance shall be the single and final adopted CIP plan for the Town of Newtown.

7. PRIORITIZATION

The Board of Finance shall consider the following criteria during its prioritization:

- a) The cost of the purchase
- b) The impact of the purchase versus the benefit to the Town
- c) The year it will be implemented
- d) The source of financing
- e) The impact on future operating budgets
- f) The benefit of risk to the Town should the purchase not be made

8. TOWN BUDGET

All purchases which are proposed for the ensuing fiscal year and included in the final CIP by the Legislative Council shall be included as proposed expenditures in the budget presented to the Board of Finance. Except for exigent circumstances, any capital improvement expenditure that falls within Section Five of this Plan Regulation and is not contained in the CIP shall not be considered for implementation.

APPROVED:

BOARD OF FINANCE

SEPTEMBER 9, 2002

LEGISLATIVE COUNCIL

SEPTEMBER 18, 2002

Historical Outline of Hawley Project

- 2010 – Hawley HVAC project proposed and approved by the BOE on 8/17/2010 as a three phase project:
 - Phase 1: Boiler/Electrical Upgrade
 - Phase 2: Ventilation
 - Phase 3: Limited Air-conditioning – specifically for the 1921 section
- 2011 – Hawley HVAC project modified but still three phases and is approved by the BOE on 8/16/2011
- 2012 –
 - 6/26/2012, PBSC accepts the new project scope from Kaestle Boos which modifies the order of the project and adds a possible ADA enhancement component.
 - 9/4/2012, BOE approves the revised Hawley School project
 - 9/5/2012, BOE CIP Committee discusses the Hawley project and the minutes indicate that the business director will forward the CIP documentation to the town’s finance director
 - 9/10/2012, PB&SC move forward with the re-phased Hawley project
- 2013 –
 - 9/30/2013, CIP meeting held (no discussion about the Hawley project)
 - 10/1/2013, BOE approves CIP (Phase 1 underway, but no other changes to Hawley project)
- 2014 –
 - 5/7/2014 & 8/14/2014 – BOE CIP Meetings discussing the various parts of the CIP. Recommendation to move Phase II Hawley project to 2019-20 but extract the Hawley roof project out of Phase II and to 2017-18.
 - 8/19/2014, BOE approves revised CIP which includes the change in timing to the project. (This discussion is recorded on the town’s website at the 1 hour, 40 minute mark.)
 - 10/23/2014, BOF removes the Hawley HVAC project from the CIP