



Town of Swampscott
Capital Improvements Committee Meeting Minutes
Tuesday March 15th, 2022 - 7:00 PM
Virtual Meeting

CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT

Richard Raymond, David Brodsky, Ryan Hale, Jeremiah Sullivan, Kelley Begin

OTHER TOWN OFFICIALS PRESENT

MaryEllen Fletcher, Finance Committee Liaison to CIC; Max Kasper, Director of Facilities;
Patrick Luddy, Treasurer/Collector

7:04 PM Meeting called to order

Approval of Meeting Minutes

On **MOTION** (Rich Raymond) and **SECONDED** (Jay Sullivan) minutes from 2/22, 3/1 and 3/8 were **APPROVED**.

Discuss FY2023-FY2027 Capital Plan – Facilities

Ryan Hale commented on common questions the committee has been focusing on during their reviews of departmental requests:

What is the business case for the project?

What is the risk associated with delaying the project?

Is there an advantage to accelerating a multi-year/phased project?

Are there new/expanded public services that the project supplies?

High School Exterior Improvements - \$150,000 (FY23)

Replacement of galvanized railings on exterior ramp at the high school (>100ft); the railings have failed at the base of each post

Replacement of broken glass blocks in the gymnasium

Masonry issues; 3-4 areas of the building façade/flashing issues); areas need to be pulled apart and redone with proper flashing

One targeted segment of roofing has been leaking and is in need of repair

Some exterior lighting fixtures need to be replaced

Ryan Hale asked if there were any design issues to address related to the railing work or the glass block work; Max Kasper commented that there should not have been a seam and weld right at the base of the railing posts due to the exposure to salt etc; the new railing would not have that same flaw. Max Kasper also commented that the glass blocks just need to be replaced and there is no design reconsideration to be had at this point; in the future if a more comprehensive renovation is done to the gymnasium then a redesign could be considered.

Library Envelope - \$120,000 (FY23)

Masonry repairs and replacement of the sky-lite on the third floor of the library. The window is prone to leaks and lots of effort has been made to repair the unit. Doing some small roof repairs and better flashing along with the installation of a new sky-lite will solve the problem once and for all. Max Kasper is not proposing a comprehensive roof repair at the library; the majority of the library roof is slate and can continue to be maintained.

Building Camera Systems Upgrades (FY23)

Phase one has been going well; critical upgrades to the Police Station, High School, and Middle School have been made. Phase two expands this work.

Rich Raymond asked what the value of the camera's are to the community. Max Kasper commented that the cameras at the high school and middle school have allowed the community to protect town assets from vandalism.

Middle School Hot Water, Refrigeration, and Facilities Build-Out (FY23)

Failure of the hot water boiler system that services the domestic hot water use in the kitchen and the restrooms. Repair work has been done to maintain hot water service, but the boiler is in need of replacement and beyond its useful life. Both middle school freezers have been offline at one point or another during the school year; currently only one freezer is online and the second freezer needs to be replaced. Additionally, this project funds in-house buildout of office space for the facilities department staff.

Senior Center Commercial Kitchen Upgrade - (FY23) \$100,000

Max Kasper and Heidi Whear have worked together to fine-tune design work for renovation to the commercial kitchen. The design includes a proper hood and range; proper fire protection. He commented that there may be opportunity to purchase an upgraded dishwasher etc depending on final project cost for hood and range.

MaryEllen Fletcher asked for clarification on whether design work was complete. Max Kasper responded that all of the major components of design are completed and that he is currently waiting on final plans to be turned over by the designer.

Ryan Hale commented that utilization is key for the new kitchen; making sure that the community can use the space to the best of its ability.

Middle School Building Envelope Improvements - (FY23) \$90,000

Max Kasper commented that he was not in favor of the citizens petition for window replacement because he felt that it was out of sequence. He elaborated that the neediest windows on the Shaw wing of the middle school have been repaired about a month ago and they have not leaked since. He commented that there has not been driving rain with wind since then that would truly test the repair. The capital item looks to make a similar modification to additional windows in the Shaw wing, as well as some doors which are in rough shape. This project also addresses some masonry and sealant issues. In the shop area of the middle school some settling has occurred over time which was lead to some failed seals.

Ryan Hale asked for confirmation that the concept for the project is to temporarily repair a project to tide us over to a larger more comprehensive project. Max Kasper commented that the project will prevent damage to the town's asset without spending money on work that would need to be reversed in the near-term to address other issue in the building.

District Network Upgrades – (FY23) \$70,000

Project is 50% funded through federal e-rate grants and funds cabling projects in the town's schools.

Ryan Hale asked if there were similar projects carried in the operating budget and if so what the difference was between the operating expense and the capital expense. Max Kasper commented that this cabling work is done often, but is not paid for out of the operating budget except in unique one-off repair situations.

MS Gym Upgrades – (FY23) \$80,000

A section of the MS Gym was replaced using finance committee reserve funds during FY22. This project funds sanding, staining, new game lines, and painting of the remaining portions of the gym. Evaluation has been done on the existing maple floor and Max Kasper is confident that the floor has additional life left that makes it worth refinishing vs. replacing.

Ryan Hale asked if there was opportunity to pull forward the MS Library project to FY23 to achieve any efficiencies along with this project.

HS Energy Efficiency Upgrades – (FY23)

Design work:

- Building Controls
- HVAC systems
- High School Roof

This project will begin some of the mechanical engineering associated with future upgrades to better understand what the appropriate actions will be to address the equipment over time. The projects identified by the design work could ultimately be green-communities eligible; the green communities grant program does not always fund design work.

Ryan Hale asked sequencing-wise when the larger ticket high school projects will begin to present themselves; Max Kasper responded that he would expect to start seeing larger projects for the high school five+ years out.

Town Hall Basement Buildout – (FY23)

Would fund design work for buildout of the town hall basement; additional meeting space/conference room space/broadcasting studio space.

Rich Raymond asked if ARPA funds could be used to fund or partially fund the project if the space was going to be used as an EOC. Max Kasper commented that the EOC element could be introduced but he wasn't sure that the ARPA funds would be eligible; he will circle back with the ARPA working group at town hall to explore that use.

MaryEllen Fletcher asked if the HS media center has A/V capabilities and could serve as an EOC. Max Kasper commented that the investment in the media center to this point has been non-technical; however the media center work has made it more suitable for public meeting space.

Fire Station Third Floor Renovation – (FY23)

The fire chief in conjunction with Max are trying to activate the third floor of the existing fire station. An architect and an engineer have provided analysis for renovation of the third floor. The third floor could accommodate storage and office space; which would free up area on the second floor to expand female dormitories.

Ryan Hale asked if there was any consideration made for installing smaller unisex spaces at the fire station vs two larger male or female facilities; he has seen some commercial space recently renovated with this design. Max Kasper commented that he will keep that in mind, however his initial thought is that there are challenges to that given the layout of the existing fire station.

High School Shop Improvements – (FY23) \$30,000

The old wood shop facility is currently used for an advanced manufacturing program; Max Kasper has been working with the program instructor to identify the needs and develop the specifications for this learning space.

Town Hall Exterior Restoration – (FY23) \$30,000

The FY23 funding would cover design work for an exterior restoration project in FY24. Town hall has a lot of needs on the exterior and a comprehensive project with design opens up grant opportunities from the state and achieves efficiencies with historic district approvals etc.

Ryan Hale asked if the firm doing the design work may have awareness of the grants available for this type of work, and may be able to tailor the design for grant qualifications.

Police Station Flooring System – (FY23) \$30,000

The police station has a specialized flooring system that allows for cabling to be ran underneath it. The tiles are raised and made of concrete (~2”). The target areas where this system exists is in the dispatch room and the tech room.

It would be difficult or expensive to modify the flooring system due to the cost of rewiring all of the technology in these areas in order to accommodate a traditional flooring system.

MaryEllen Fletcher is going to ask Gail Rosenberg of the finance committee to reach out to Max because she was on the design committee for the Police Station and may have some helpful input on this project.

Cleaning Machines – (FY23) \$25,000

Replaces some of the existing cleaning apparatus that are beyond their useful life.

DPW Yard (FY24-25, 29)

MaryEllen Fletcher asked if the facilities department manages the DPW Yard building or if DPW does. Max Kasper commented that facilities manages the building, but DPW is definitely involved. Max Kasper expanded on the condition of the current facility, and said he would look to make some repairs in FY24 to improve the condition of the building, and to bring design work in FY25 for a potential total facility replacement in the future.

MaryEllen Fletcher commented on the conditions at the DPW building which she has seen when she performs rabies clinics for the town there. She advocated personally for advancement of the project one year on the schedule. Some of the CIC commented they would support that as well, and the committee will discuss it further toward the end of the review process.

Clarke School

Ryan Hale asked for an overview of what the future plans are for the Clarke school that are shown in the plan for future years. Max Kasper discussed the school districts future potential use of the Clarke School which includes pre-k and administrative uses. The projects on the schedule will firm up the building and make it viable for future use.

8:46 Meeting Adjourned

The next meeting of the CIC will be held on 3/22/22 at 7pm.

True Attest,

Patrick Luddy
Treasurer/Collector

Minutes APPROVED by vote of the Capital Improvements Committee 3/22/2022