

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: March 24, 2020

SUBJECT: Project Budget for Elementary Schools HVAC Upgrade

Summary of Agenda Item:

The classroom unit ventilators within the elementary schools are 30 years old, no longer energy efficient and costly to repair and maintain as parts are becoming obsolete. In fiscal year 2016, funding was allocated to perform a study and design for HVAC upgrades at Willard Elementary School. A study, design and bid documents were prepared for Willard School, but funding for construction was deferred in previous fiscal years. A comprehensive plan to address all three elementary schools has been discussed, however funding will need to be allocated for either option. As the project cost estimates exceed \$1 million dollars, the project was referred to the Public Building Commission (PBC) by the Town Council at its March 3, 2020 meeting. The intent was to have the PBC further pursue the project or projects at one or all three elementary schools to establish a project cost to fund in future budgets. On March 12, 2020, the PBC approved a motion to request funding for a professional cost estimation consultant in an amount not to exceed \$10,000, subject to Town Council and Board of Finance approval. The detailed construction cost estimate for the Willard Elementary School (when completed) can also be used as a basis for the other two elementary schools, which will meet the Town Council's request to establish an overall project budget. This request can be funded from the Town's contingency with Town Council and Board of Finance approval.

Action Needed:

Discussion regarding the Elementary Schools HVAC upgrade project, and approval of funding for HVAC Construction Cost Estimation for an amount not to exceed \$10,000 from the Town's contingency fund.

Attachments:

Prepared By:

Douglas Solek, Director of Facilities

Michael S. Ahern, P.E., Director of Public Works