

**Nathaniel Witherell**  
Building Committee Minutes  
October 24, 2016

**Present:**

Allen Brown-Executive Director  
Chris Alexander-Dir. Finance  
Jack Hornak-Dir. Operations  
Lynn Bausch-Dir. Nursing

Larry Simon-Board Chairman  
Lloyd Bankson-Board Member  
Louise Puschel-Board Member and Building  
Committee Chair

The Nathaniel Witherell Building Committee Meeting came to order at 3:30 PM.

**Minutes** – September 21, 2016 – Larry Simon 1<sup>st</sup>, Lloyd Bankson 2<sup>nd</sup> - all approved.

**Capital Projects Discussion:**

- **(16210) Nursing Equipment** – The purchase of a new Arjo Maxilift will be split between the remaining 2016 capital and the 2017 capital.
- **(16211) Wheelchair Bus** –An additional \$2995.00 will be spent to upgrade the three passenger seats. To be installed.
- **(16213) Renovate 4 Tower Floors** –RFQ is tentatively scheduled to be posted by end of November, 2016, and expected completion by June 30, 2017.
  - ✓ Drawings are being reviewed.
  - ✓ Estimated construction time frame of 4-8 months.
  - ✓ The architect - Pustola & Associates has also been contracted for the auditorium design work (Project 17025), in order to maintain a consistent design look between the two projects.
  - ✓ Eversource Energy is working with the architects on the energy efficiency lighting incentives.

**STEAP (Small Town Economic Assistance Program) Grants:**

- **(16216) Greenhouse Replacement (\$119,800)** –Design concerns such as the installation of a ten-foot “frost wall” may force the project to exceed the allotted budget. This project is temporarily on hold to allow time for the tower project (#16213) to proceed in a timely fashion. Architects to provide drawings for space allocation – 2/3 rehab, 1/3 greenhouse.
- **(16218) Garden Renovation** – A reception to honor the Hortulus Garden Club for their donations and support is scheduled on October 31, 2016.

## **2016-2017 Capital Budget**

- (172010 Nursing Capital - To be used according to Clinical needs.
- (17202) Wheelchair Bus – TNW has set up the purchasing process with the Fleet Department.
- (17203) Laundry Equipment – Installed and in operation.
- (17204) General Capital – to be used according to the facilities needs.
- (17205) – Auditorium Renovation - Architects - Pustola & Associates will provide designs, to be consistent with Tower designs/schemes. RFQ to be combined with Tower renovations (16213).

## **New Business**

- CT-DPH Fire and Safety Inspection – An unannounced visit was made to Nathaniel Witherell on September 27, 2016 by a representative of the Facility Licensing & Investigative Section, Building and Fire Safety Unit for the purpose of an annual survey inspection. The results of this survey visit indicated that there were no Life Safety Code deficiencies noted at the time of this visit.
- Chapel Ceiling Replacement – A budget number of \$52,100.76 was presented by The Wellbuilt Company. If funding is available this project may be included in the Tower and Auditorium renovation projects.
- 2018 Capital Budget Review – For a total of \$458,000 the following projects were approved by the Building Committee:
  - Kitchen Equipment - \$70,000
  - Tower Room AC unit replacement - \$33,000
  - Water Line replacement - \$180,000
  - General Capital - \$80,000
  - Nursing Capital - \$50,000
  - Resident Bed replacement - \$45,000
- 15 Year Capital Plan – Witherell’s operating plan was discussed and will be presented to the Town.

**Next Meeting is scheduled for Monday November 21, at 3:30 PM in the Board Room.**

Respectfully Submitted  
Jack Hornak  
Director of Facility Operations  
Nathaniel Witherell SNF