

**Minutes**  
**Building and Grounds Committee**  
**August 4, 2006**

Present: Barry Feldman, Peter Nicholls, Jim Bradley, David Woods, George Kraus, Karla Fox, Ross MacKinnon, Lori Aronson, Tom Callahan, John Saddlemire, Bill Stwalley

Absent: Greg Anderson

Notetaker: Melanie Savino

Meeting commenced at 9:05 a.m.

1) Review of Minutes – K. Fox moved to approve the minutes from the meeting of July 21, 2006. Motion was second by B. Stwalley. Committee agreed.

2) Report of B&G Subcommittee on Facilities Expenditures – (A report of the *Subcommittee prepared in May, 2005 was shared with the Committee for discussion purposes.*) T. Callahan explained that when a department has a job/repair that needs to be done, it has to be paid for. The question is to who is responsible for the charges. When the department is charged, and budgets are tight, it causes tension between the department and Facilities. He stated that a policy needs to be defined as to who will pay for items/repairs - - whether it should be centrally funded or charged to the building tenant. J. Bradley suggested that the policy also define who pays for specific items during construction (i.e. chalkboards, chairs, etc.) T. Callahan stated that the general policy was presented to B&G in May, 2005, but never acted upon. It is time to define and implement a policy that would be standard for the University.

B. Stwalley stated that departments do not have money to pay for repairs if there are no other University resources available. J. Bradley replied that charges cannot be set on a department's budget, but needs to be defined and funding reviewed later.

T. Callahan stated that the current Facility charging philosophy causes many problems. They currently charge out \$3 million for repairs/work orders which are mainly charged to Residential Life, Dining Services, Athletics, Fine Arts and a variety of others. Their revenue is derived from auxiliary entities. Facility Operations is funded to help the academic buildings and remaining areas are charged for tasks completed. Academic areas, however, are charged for elective services, i.e. signs, air conditioning installation, painting and special requests as these tasks are not centrally funded.

History: Facilities' hourly rate is \$38, which was established on 7/1/03. Fringe rates went up to 58.7% in FY 05-06, yet hourly rate has not changed. The UCHC charges \$57 per hour. Additionally, there is an up-charge for materials purchased from outside the University that are needed to complete a project. Storrs charges an additional 25%,

UHC charges 5%. Currently, Student Affairs and Athletics pay \$2.5 of the \$3 million billed annually.

B. Stwalley stated that there are also some customer service problems as Facilities may take a department's money without the department's consent. T. Callahan indicated that Facilities' charges are handled in the same manner as Central Stores, Motor Pool and Dining Services and other self-supported areas who also take the required funds when a job is complete.

T. Callahan stated that Facilities has an annual budget of approximately \$40 million. Of that, only \$3 million is currently charged out. There are approximately 35-40 items that are charged out. This needs to be addressed and a consensus is needed and an agreement reached before the FY07-08 budget process begins in February.

J. Bradley inquired whether the University takes responsibility for maintaining classroom buildings. T. Callahan stated that if a department moves someone in and decides to make changes, the department is responsible for all costs. J. Bradley inquired as to whether the University community is aware of this policy. T. Callahan replied most likely not. B. Feldman stated that this is the reason why a policy needs to be established.

T. Callahan stated that as they were originally to be privately owned, Residential Life is charged for water/sewer services at Hilltop, Charter Oak, and Husky Village. No other dorms pay for these services. Facilities, however, does not charge for the lawn care services at these locations. Policy needs to be consistent. J. Saddleire stated that it is hard to budget for these charges as it can not be pre-determined how much Residential Life will be billed. Policy consistency may help.

T. Callahan stated that metering has been set up to charge for electricity, water, steam and chilled water. To date, 35-40% of the campus buildings are metered and charges will begin to be allocated out. While this process will change the culture in the institution as departments will now have to pay for these services, it may also be an incentive to conserve water, heat and electricity as the department will be directly charged for usage.

In reviewing the report, B. Feldman indicated that there are some examples of what would be centrally funded versus departmental funded services (see pgs. 2-3). He stated that including the breakdown in the policy could begin to solve problems as it breaks out the charges and departments will know what they are responsible for. He inquired as to whether the Committee should look at issues globally or begin with solving tactical issues as to how to assign costs of repairs that are centrally funded versus department funded. J. Bradley stated they are separate issues and the Committee should look at (1) the charging protocol; (2) how charges will be billed and establish an expectable timetable; and (3) review Deferred Maintenance and how the buildings are maintained overall. B. Stwalley stated that classrooms should be separated as they are centrally funded (except for labs) and used by many departments. He stated that if a class is scheduled by the Registrar's Office and there is a charge, it should be centrally funded and suggested adding a separate category for these areas.

J. Saddlemire stated that it is an additional challenge to determine who would pay for maintenance items in multi-tenant buildings. For example, the Student Union currently has many areas that report up to three Vice Presidents. He expressed concern on how charges would be handled and stated that if one person is responsible, funding needs to be established to cover the expenses. J. Bradley stated that collaboration would need to be made.

P. Nicholls queried as to whether the report could be accepted by the Committee and then revisited later. J. Bradley stated that it could be accepted, but it also needs to be implemented. B. Feldman stated that the Committee needs to provide T. Callahan with direction on how the implementation should occur. T. Callahan suggested: (1) accepting the policy; (2) charge some areas now; (3) have Facilities work collaboratively with others to define a policy to bring back to the Committee that clearly defines who will pay; and (4) look at how DM funding will be taken care of as it runs out. He stated that the Committee needs to support the policy which must be endorsed by February 1, 2007 in order to be implemented for FY '07-'08.

P. Nicholls queried as to whether there is a group that can look at how things are charged. D. Woods stated charges need to also be consistent. T. Callahan stated that there is a process on campus that looks at the rates, approves them and determines what Facilities charges. B. Feldman suggested while Facilities go through this process it needs to move forward. He suggested: (1) the Committee adopt the recommendations provided in the B&G Subcommittee on Facilities Expenditures report of May, 2005; (2) Facilities to provide a plan on how the policy should be implemented; and (3) determine the correlation on the academic side (*P. Nicholls to look into determining a plan of action for academics and suggested having academics work with Facilities to implement the plan.*)

B. Feldman asked the Committee to review the recommendations listed on page 3 of the report and concurred that the policy needs to be implemented by February 1, 2007 in order to be in place for FY '07-'08. He stated that T. Callahan will work with Facilities to ensure policy is implemented by 2/1/07 and requested that the Deans be informed of upcoming changes to ensure they are aware they will be responsible for charges. P. Nicholls agreed that it would be discussed at the next Deans' Council meeting. B. Feldman asked for a motion containing a directive to T. Callahan to return to the Committee by the end of November or early December with an implementation plan. T. Callahan stated that a framework also needs to be established for charging utilities going forward. L. Aronson explained that the original plan was to have utilities charged back when the CoGen plant went live. She concurred that it needs to be reviewed as well and integrated into the budget. She stated that a policy should be structured to show charges in terms of University versus auxiliary. She stated that the University needs to understand utilities to get a better feel of how it stands financially and suggested looking at the utility charge structure and possibly integrating it with the charge structure for maintenance costs. B. Feldman queried as to whether this would mean Residential Life, Athletics and other auxiliary areas would be charged, but not schools. L. Aronson replied that schools would be charged an indirect cost for summer sessions, etc. as the charge

structure would be intended to reimburse the University for indirect costs. She stated that the metering needs to be complete to pull in indirect cost funding, and when the budget is reviewed, metering results will be evident this year. T. Callahan stated that there is \$600,000 established for metering this year. Total estimated cost is \$1.8 million for completion of metering over three years. To date, 40% of the buildings are metered.

*Decision:* B. Feldman directed Committee to: (1) accept the report; (2) provide T. Callahan with a directive to come back to Committee by the end of the year with a policy/process that defines how charges will be established and charged back centrally versus departmentally. The policy would include attention in the following areas (listed on page 3-4 of Subcommittee's report):

- Establishment of guidelines;
- Establish/define maintenance of classrooms and teaching laboratories scheduled by Registrar to be centrally funded;
- Identification of sources of funding to replace DM monies;
- Definition/confirmation of central funding to cover health and safety issues;
- Development of a long-term maintenance and renewal plan;
- Visiting maintenance related to major deferred projects prior to completion of UCONN 2000;
- Ensure form does not transcend function in new construction and review replacement fixture items in an effort to provide simplicity for future maintenance and repairs;
- Evaluate purchase of centralized maintenance agreements;
- Review/define remediation costs associated with damage to equipment caused by failure of systems; and
- Develop/define guidelines of responsibility for maintenance and repairs and publish to University community.

J. Bradley requested that the policy clarify expectations on auxiliary areas and whether, as self-supported, they would be expected to cover all maintenance charges. In addition, if the institution decides that there is a facility tax of 6%, it should be clear so everyone is aware of what they will be charged and what is covered centrally versus departmentally.

J. Bradley motioned to accept. P. Nicholls second. Committee agreed.

### 3. Old Business –

- a. Merritt Building – P. Nicholls requested an update on where the project stands and a timetable on the relocation of impacted occupants. G. Kraus stated that an outside architectural firm has been hired to meet with occupants to develop a coherent plan. P. Nicholls stated that the roof is being repaired, and as the building currently houses a physics professor and an engineering professor, there is plenty of unused space available to meet D. Woods' if Photonics is amenable to a reduction in space. He suggested having the architect work with the end users and finalize plans to complete work quickly. G. Kraus indicated the architect will meet with them the week of 8/14/06.
- b. Parking Garage – G. Kraus stated that he received a report for the parking garage which he will issue to the Committee.

- c. NEAG Emergency Power – G. Kraus stated that it will cost approximately \$13,000 for emergency power for the NEAG School. *Decision:* J. Bradley stated that there is \$1.5 million available in DM funds for code compliance issues and motioned the Committee approve spending \$13,000 for emergency power. Motion was second by T. Callahan. Committee approved.
- d. Sun Dial and Key – T. Callahan informed the Committee that Facilities is evaluating the task of moving both the Sun Dial and Key from the core of campus. Updated information will be provided at next meeting (8/18/06).

4. New Business –

- a. Hawley Armory – B. Feldman informed the Committee that a recent meeting was held with several users of the facility to discuss conditions of the building. J. Bradley stated that there are valid concerns over current condition and, as the building is heavily used, a decision needs to be made as to whether to leave the facility open or partially close it while repairs can be made. The user group was asked to develop plans that look at closing the facility on a partial basis. AES retained the services of an architect to look at issues in the building and to provide a recommendation for (1) making it safe during the interim and (2) a plan for ongoing repairs. G. Kraus stated that a report was completed two years ago from Simpson, Gumpertz and Hager determining that it would cost approximately \$1.4 million to fix the building. J. Bradley informed the Committee that funds will be needed for (1) mold remediation; (2) clean up; and (3) to make the building safe for users as it is heavily used.

B. Feldman stated that the building may have to be closed and, if it is, it will greatly impact the users. J. Bradley suggested hiring a firm to look at the facility. J. Saddleire inquired as to how it was determined whether an issues is health and safety versus operational. He stated further that repairs to Wilbur Cross are estimated to be \$1.5 million as well. J. Bradley stated that a third party tells you what you need to do. The information is then brought to this Committee who determines what must be done. B. Feldman inquired as to whether more information will be available for the next meeting. J. Bradley replied that a report will be available for the 8/18/06 meeting that will provide information on whether the building can remain open. T. Callahan inquired as to whether options are being explored with regard to partially closing the facility. J. Bradley confirmed. P. Nicholls inquired as to what would drive the decision to close versus partially close the facility. J. Bradley stated that the architect determines the issues and prepares a preliminary report outlining them. The Committee will then review and discuss the situation. T. Callahan inquired as to whether the user group should be included in further discussions. J. Bradley stated they have been instructed the facility may be partially closed, remain opened, or totally closed, and are preparing for this.

- b. DM Balances – J. Bradley stated that he is working with G. Kraus and Plant Accounting to clear up FY '05-'06 DM expenditures. There may be a small positive balance available. Updated information will be provided at next meeting (8/18/06).
  
- c. ISES – T. Callahan inquired of J. Bradley how ISES will be raised through this Committee. He stated that water and sewer will be looked at this fall and a master plan will be developed based on the infrastructure information. G. Kraus stated the regional campus studies have been completed and forwarded to Veronica Makowsky. He stated further that the reports for Storrs and Mansfield are being completed and, to date, 15 -20 buildings have been done. The data received has been inputted, but estimated that most likely will not be completed until the end of the summer. J. Bradley stated that the regionals are done and the infrastructure for Storrs is partially complete. He stated that the database needs to compile all information together as ISES studies are required by the legislature and reports need to be made to the Board and to this Committee.

Meeting adjourned at 10:40 a.m.