

Capital Improvement Plan (CIP) Subcommittee
Meeting
Wednesday, December 11, 2019
Chowan County Public Safety Center
305 West Freemason Street
3:00pm

Present Commissioners Ron Cummings, Don Faircloth, Larry McLaughlin

Ex Officio Committee members present: Kevin Howard, County Manager; Cathy Smith, Finance Officer; Susanne Stallings, Clerk; Don Hoggard, Maintenance Director

The committee reviewed the approved CIP projects list. A copy of the list is in the meeting file labeled December 11, 2019.

Ag Building

The Committee discussed the Ag Building roof project. The history of the roof replacement was discussed including the current issues. It is believed the closure of the exhaust vents in the dormers has created the new leaks because of the heat breaking down the shingles. The Committee suggested that the Maintenance Director have DLT roofing to review the attic ventilation to see if any additional work will be needed. The committee reviewed proposals for metal and shingle roofing.

Courthouse HVAC/Roof

Mr. Hoggard plans to have bids by the February Commissioners meeting.

Commissioner Faircloth noted that on the previous replacement his company was hired as a subcontractor for the crane lift of the HVAC equipment. He stated he wanted to disclose this to see if there are any concerns or perception of conflicts. The Board did not raise any.

The Committee discussed the HVAC equipment being located on the roof and the standards of the historic district.

Old DF Walker Gym Roof Repair

This is complete

Social Services HVAC Replacement/Roof

Mr. Hoggard stated a design will be needed for this project. He stated the \$100,000 will not cover the costs for a chiller, duct work and engineer.

Swain Auditorium Roof

This is complete.

Portable Radio Replacement

Mr. Howard noted there is a rebate available for this project.

He noted that there is approximately \$570,000 - \$600,000 to complete the above mentioned projects. He stated he hoped to have this ready by the January meeting.

The Committee asked if there are any new projects.

Mr. Hoggard noted the heat in the old DF Walker gym is only operable in the stage area. He stated that one unit has been repaired to keep the temperature above freezing.

Mr. Hoggard hopes to bid this out by July 1st.

Mr. Howard stated that some of the monies could come from the COA funds.

The committee reviewed the 2021 projects:

- Animal Shelter Phase II, Mr. Howard is going to meet with the Gates and Perquimans managers to discuss this project and phasing the work. Additionally they will discuss the need for parking lot improvements to stop the storm water flow into the building. Mr. Howard stated that he will ask the managers about using the additional monies that were budgeted this year for the van purchase for the parking lot.
- DSS Chiller – Mr. Howard stated this project may be phased with the current year over two fiscal years.
- Swain Windows – a meeting is going to be planned with Reid Thomas to discuss any other options for the windows at Swain.
- Jail Generator – Cost approximately \$7,000 to \$10,000.
- Library Projects – The Librarian has contacted the original architect to get the plans for the building. Mr. Farkas will be here the next day to look at the building. Mr. Howard noted that monies for the repairs could come from the insurance savings from the building being moved out of the flood plain. Mr. Howard is planning to ask the Board in January about hiring part time person to assist with carpentry needs. Mr. Finlay discussed the need for the repairs to be complete by June for the summer reading program. Mr. Hoggard will contact Bluewater to come perform an air quality test on that room to see if it is usable.

Mr. Howard noted he is restarting the process for CIP requests with Department Heads. He noted there is a request from Emergency Management/IT for the replacement of the card scanner equipment. He stated that this upgrade has to be done soon. He will be looking for the funds to do this project.

Commissioner Faircloth had to leave the meeting.

The next CIP meeting will be the last week in January.

Being no further business, Commissioner McLaughlin declared the committee meeting adjourned.

Larry McLaughlin, Chair

Susanne Stallings, Clerk