

Guilford Board of Education
Facilities Subcommittee Meeting
Guilford Lakes Elementary School, Three Mile Course, Guilford, CT
Monday, April 26, 2010

BOE Members Present: Keith Bishop, John Ireland, Alan Meyers, Chris Moore, and Ted Zuse

BOE Staff Present: Tom Forcella, Cliff Gurnham, Andy Potochney, and Linda Trudeau

Others Present: Sid Gale and Glen Weston-Murphy, Energy Task Force Members

Mr. Ireland called the meeting to order at 6:30 p.m. He stated that minutes will not be approved at these meetings in the future and that any required revisions will need to be made prior to the minutes going to the full Board for approval. He also noted that changes will be made to the March 22nd minutes.

1. Review Project Status

1.1 AMS Immediate Needs Status

Mr. Gurnham distributed an updated Immediate Needs Budget. He told the subcommittee that the locker replacement is on hold until final numbers are received for the HVAC project. The spot cooler installation has begun and units will be installed in succession. The condenser and ventilator bids are due tomorrow, 4/27/10. Paragon Construction was in to see the lavatory project recently and should have a quote to Mr. Gurnham by week's end. At that time, the original State bid will be compared to this new one. Should the Paragon bid be significantly less, this project will be re-bid.

Dr. Moore asked about the \$46,000 line item for project management. Mr. Ireland explained that Mr. Gurnham needed this additional manager due to the number of projects taking place simultaneously. He also noted this item had not been budgeted for, and that it's been completed for several months.

Mr. Gurnham also reported that the security system is up and running. There are three cameras in total, one outside the main door and another 2 inside, one looking at the main door and the second looking at the portable entrance. The exterior camera has a pan, tilt, and zoom capability. Mr. Gurnham told the subcommittee that this current NVR can handle up to 16 cameras. Mr. Gurnham will get an estimate for connecting the portable building to the main building to prevent access to visitors.

Dr. Moore asked why the locker replacement project was on hold. Mr. Ireland explained that it's a matter of financing. Should there be additional funds after the HVAC project; the locker work may be feasible.

1.2 Melissa Jones Well Update

Mr. Gurnham reported that he met with the Department of Public Health on site where they looked at the three well systems last week. He told the subcommittee that well #1 has yet to be released, however the bacteria has been isolated to the tank only. The current estimate to resurface the interior of the well is around \$9,000 and it could be around \$15,000 for replacement.

The State Health Department must give its approval before work can begin. The current gutter system could partly be to blame for the coliform growth, therefore, portions of the current underground displacement system may need to be undone to allow water run-off to travel above ground. Mr. Gurnham also told the subcommittee that he informed the DPH representative we were looking at the possibility of a geothermal system.

Dr. Meyers asked how the bacteria is getting into the tank and Mr. Ireland explained that the system has been chlorinated twice to no avail. It's possible that the sediment in the bottom of the tank was disturbed and resulted in growth of the bacteria. The possibility of getting city water to the Jones site was also discussed. It was felt the cost was prohibitive. Mr. Gurnham will get the details of the tank warranty.

2. Update on GHS RFQ/RFP Process and Selection Committee

Mr. Ireland told the subcommittee that the selection committee has narrowed their search to two firms and will recommend to the BOE that they conduct another interview with each. Additional details will be shared at the BOE meeting later this evening.

3. Update on Bonding Referendum

Mr. Ireland reported that both bonds were approved at last week's referendum. He also shared with the subcommittee that the SBC will decide whether to bid out the work for the fire alarm systems. The energy audits for Baldwin and Jones will need RFQs. He also reported that the Lakes roof work is tentatively scheduled for this summer as the state approval has yet to be received. Mr. Gurnham has spoken with David Wedge, his contact at the SDE. The state review process is running behind by about 4 weeks. He will continue to follow up. Mr. Gurnham explained to the subcommittee that without a timely approval, the roof project will not be able to take place this summer. It was also noted that projects approved by June 30th will receive a 30% reimbursement.

Mr. Ireland asked the Energy Task Force representatives to share their information with the subcommittee. Mr. Gale and Mr. Weston-Murphy discussed their group's desire to move forward with a shared June referendum and asked the subcommittee if they had any strong concerns about such a ballot. Drs. Meyers and Moore expressed their concerns with the shared referendum while Mr. Bishop, Mr. Ireland, and Mr. Zuse voiced their support. The ETF representatives and subcommittee members discussed the possibilities of such a referendum and ultimately it was stated that the Board of Selectman will make the final decision whether or not to move this ahead to the June referendum. The ETF reps also noted that a town meeting has been scheduled for June 8th.

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4. Discussion on Comprehensive Facility Assessment/Inventory

Mr. Ireland told the subcommittee about several inventory and utility tracking software programs available in the marketplace. He also discussed School Dude, the software currently in use by the district and the importance of having previous years' data so tracking and trends can be assessed.

Mr. Zuse asked if each school building could be responsible for their data. The problem in the past has been that Mr. Gurnham and his staff handled the data entry, which is time consuming due to the lesser priority jobs that would come thru the system. It was noted that outside maintenance work must also be entered into the system. Mr. Zuse suggested a cooperative effort be put in place where the building principal, custodians, etc., all share in the workload. He noted that having ownership in your work space may give staff a greater desire to bring the system up-to-date.

Dr. Forcella told the subcommittee he was satisfied with the current configuration and that he would need additional information in order to support a new program.

Mr. Ireland explained to the subcommittee that outside vendors would be able to access such a system and update it as necessary, thus assisting the district in a 5-year capital plan. Such a system would allow for long term planning of capital projects instead of the current system of sifting through work orders and warrants to distinguish man power, etc.

Due to time constraints, agenda items 5 thru 10 were tabled.

The meeting adjourned at 7:35 p.m.

Respectfully submitted,
Jill Del Gobbo