

**GUILFORD PUBLIC SCHOOLS
FACILITIES SUBCOMMITTEE MINUTES
NOVEMBER 24, 2008**

FACILITIES SUB COMMITTEE MEMBERS PRESENT: Louis Iorio, Keith Bishop and Ted Zuse

BOARD OF EDUCATION MEMBERS PRESENT: Mary Beeman, Barbara Dudley, Alan Meyers and Linda Sanacora

BOARD OF EDUCATION STAFF PRESENT: Thomas Forcella, Andrew Potochney, Clifford Gurnham and Linda Trudeau

BOARD OF FINANCE MEMBERS PRESENT: Michael Ayles

ALSO PRESENT: John Ireland

Dr. Iorio stated that he has submitted his resignation as Chair to the Facilities Subcommittee, due to work obligations, to Mr. Bloss. He added that Mr. Bloss has accepted his resignation. Dr. Iorio will remain on the committee as a regular member. Dr. Iorio noted that a new Committee Chair must be elected. Mr. Bishop stated that he would be willing to take over as Chair and he nominated himself for the position. Mr. Zuse noted that there is a lot at stake with facility issues including Adam's issues and getting a new school passed. Mr. Zuse nominated Mr. Bloss. Dr. Iorio states that he did not get the opinion from Mr. Bloss that electing him as Chair was an option. Dr. Iorio added that his vote was for Mr. Bishop. Dr. Iorio stated that the votes are two for Mr. Bishop and one for Mr. Zuse and the Mr. Bishop is the new Chair. Dr. Meyers thanked Dr. Iorio for his service as Chair of the Facilities Subcommittee.

Mr. Ayles discussed the Capital Expenditures Policy being reviewed by the Board of Finance. Mr. Ayles noted that the Board of Finance is looking to insure that bonding projects or that any large dollar project that they feel is necessary goes through the Standing Building Committee to insure that the project costs are valid. Dr. Meyers questioned if the Standing Building committee could handle a large project like the new High School. Mr. Ayles noted that the Standing Building Committee is leaning towards having a separate building committee for the High School project. Dr. Meyers asked if the Facilities Subcommittee had a liaison to the Standing Building Committee. Mr. Bishop stated that the subcommittee members were to attend on a rotating basis and that this topic would be addressed later.

Mr. Gurnham discussed the Capital Projects for the 2009-2010 budget. Mr. Gurnham stated the Lakes Roof Project is similar to the Cox roof where the shingles are failing. Mr. Gurnham added that the shingles were the same manufacturer and that he was pursuing filing a claim for reimbursement. A discussion of possibilities why the shingles were failing ensued. The possible loss of State reimbursement and consulting with legal counsel were also discussed. The age of the roof on Lakes was also discussed. The reimbursement for the Cox roof was discussed. Mr. Zuse asked if there were other capital projects other than roofs. Dr. Forcella stated that the review of the budget has just begun. The roofs at Leete and Adams were discussed.

Mr. Gurnham presented an update on the Jones well project. Mr. Gurnham noted that he has met with Mr. Portley, Town Engineer, and Mr. Johnson, Health Director, to look at new well sites. As a result, we should not need the services of a consultant to continue with getting wells to comply with updated regulations. Mr. Gurnham added that the Town will file an application for well location approval with the State.

Dr. Forcella questioned if testing had been done for uranium. Mr. Gurnham stated he had proposals for the testing and that samples will be done. Mr. Bishop questioned the cost of the testing. Mr. Gurnham stated that it would cost \$100 per well. The only well in the district is at Jones.

Mr. Zuse discussed the Facilities Needs Assessment and whether the District could afford to complete this project at this time or do this on our own. Mr. Ireland stated that the District could do the Needs Assessment on their own but would get limited response. The Madison Request for Qualification was discussed. A discussion of how to complete a Needs Assessment was held. Mr. Zuse questioned Mr. Bishop if funds for a Needs Assessment should be requested. Mr. Bishop asked Dr. Forcella to include the Needs Assessment in the 1009-2010 Budget. A discussion of sharing costs with the Town for a complete assessment of all Town buildings was held. Mr. Ireland noted that K-12 schools was not the area that they usually handle but that they would do the Needs Assessment for the District and or the Town of Guilford.

Mr. Gurnham stated that he met with Ms. Buckley, the Town's Recycling Coordinator, and the Environmental Club to discuss recycling at the High School. Mr. Gurnham noted that he is awaiting the receptacles to be used for bottles and cans. Mr. Gurnham stated that the Environmental Club is looking into where to put the receptacles and what can be done with bottles from the Athletic Department. Mr. Bishop questioned the allocation of staff to handle recycling. Mr. Gurnham stated that he is reviewing what can be done by volunteers and will get feedback from the custodians on their time.

Mr. Gurnham presented an update on current capital projects. Mr. Gurnham discussed the Adams Drainage project. He noted that there is not an issue with the mold counts inside the Adams building. Mr. Gurnham stated that he met with Mr. Magee, Inland Wetland Administrator, to walk the wetlands south of Adams. He

stated that a plan has been established to clear out the drainage ditch that exits the Adams property and heads south through private property. Property owners were notified. The ditch has had a build up of natural sediment and plant growth that holds back water from exiting the Adams property. Mr. Gurnham stated that he is waiting for approval of the plan from the Wetlands Commission. Mr. Bishop asked if the Town would complete the clearing of the ditch. Mr. Gurnham stated he walked the area with A & W Sanitation and that they will complete the work if under the bidding threshold.

Mr. Gurnham stated that the alternate for the Adams copula was approved by the Board of Selectmen. Mr. Gurnham Stated that phase one of the Baldwin project has been completed and that phase two, which includes additional parking, is on hold pending funding. Mr. Gurnham stated that the architect, Silver/Petrucci & Associates, is on board for the Cox Roof project, selected by the Standing Building Committee. Mr. Gurnham added that the design of the Leete roof is included as part of the Silver/Petrucci & Associates contract.

Mr. Gurnham stated that the bid packages for the Adams Windows went out on November 30, 2008 and that they are due at the end of December. Mr. Bishop questioned what changes were made to the bid package. Mr. Gurnham stated that the timeline has been modified and that alternates have been revised so that the project could be done before the end of the 2009-2010 school year. Mr. Gurnham noted that blinds were also added as an alternate to the bid specifications. Mr. Gurnham discussed working with the Town Engineer on the Jones well project. Mr. Gurnham stated that the contractor is finishing the punch list at Leete. Mr. Gurnham stated that the final close-out of the project should be in January 2009.

Mr. Zuse stated that establishing a Capital Non-recurring Fund will be on the agenda of the next Board of Education meeting. Dr. Meyers questioned where the funding would come from. Dr. Forcella stated that the fund should be established and money should be added into the fund when possible. Dr. Iorio stated that the worst case scenario would be establishing the fund with a small amount of funding.

Mr. Zuse questioned how we are obtaining cost estimates for Adams as per the Board of Education resolution on September 15, 2008. Dr. Forcella stated that we have some costs for some areas such as the air conditioning on the third floor, the lockers and other maintenance issues. Dr. Forcella added that we have just started getting costs together. Mr. Zuse questioned if cost can be included for air movement in the gym. Mr. Gurnham stated that there should be air movement in the gym and that he would have the HVAC Technician check the system. Dr. Forcella stated that the focus will be on high priority areas.

Dr. Forcella stated that a committee has been formed for Adams project and that the Mr. Pickney will be the Chair. Dr. Forcella stated that we are fortunate to have Mr. Pickney willing to chair this committee.

Mr. Bishop requested feedback from Mr. Gurnham on organizing data. Mr. Gurnham stated that there are funds requested in the 2009-2010 to scan documents and records. Mr. Bishop suggested using staff and custodial expertise to verify records are up to date for any future needs to save time and money.

The date for the next meeting was set for January 26, 2009 prior to the Board of Education workshop meeting. Mr. Potochney stated that the Board of Education will receive the budget after the 1st of the year. Mr. Zuse questioned if the Committee would have a say in the Adams issues and be able to make recommendations. Dr. Forcella stated that he would have a meeting schedules in mid-January to review the issues.

A liaison to the Standing Building Committee was discussed. Mr. Zuse recommended that Mr. Bishop, as chair of the Facilities Subcommittee, should be the liaison. Mr. Bishop stated that he would review his schedule to see if he could attend the meetings.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Linda Trudeau