

MINUTES
FACILITIES SUBCOMMITTEE
GUILFORD BOARD OF EDUCATION
AUGUST 25, 2008

IN ATTENDANCE:

FACILITIES SUBCOMMITTEE MEMBERS - Ted Zuse

GUILFORD BOARD OF EDUCATION – Mary Beeman, Barbara Dudley and Kathy Nolan. Bill Bloss, Alan Meyers and Linda Sanacora joined the meeting in progress.

BOARD OF EDUCATION STAFF – Thomas Forcella, Cliff Gurnham and Linda Trudeau.

ALSO IN ATTENDANCE: - Sid Gale

The meeting was called to order at 6:05 p.m.

Mr. Gale presented a Proposal for Improvement of Information Systems supporting Capital Asset Investment. Mrs. Nolan asked what the cost of implementing the proposal would be. Mr. Gale stated that the cost would depend on which software will be used. The option on using the MUNIS software was discussed. Mr. Zuse stated that the next step would be to discuss with the full Board and to have a joint meeting with the Selectmen. Mr. Zuse stated he would contact Town agencies regarding implementation of an Asset Management System.

Mr. Gurnham discussed the Healthy Network Evaluation regarding chemical products. A list of six cleaning products that are no longer being used was distributed. Mr. Zuse requested that the list be emailed to all Board members.

Mr. Gurnham discussed the recycling program and the costs to the District associated with recycling. Mr. Zuse requested that the program details be placed on the District's website by the end of September. Mr. Gurnham noted that a meeting with the Town's Recycling Coordinator generated some additional options that the District could pursue.

Mr. Zuse stated that the donation of the sanders to Guilford Park & Recreation Department needs to be presented to the full Board. Mr. Zuse stated he would send an email requesting that the possible donation be on the Board's agenda to discuss.

Mr. Gurnham presented an update on the Capital Projects. Mr. Zuse questioned who signed the contract for the Baldwin project, when it will be completed and what the final cost is. Mr. Gurnham stated that the Town signed the contract, that the project is done and that the final invoices for the project had not been received as of the day of the meeting. Mr. Gurnham added that additional parking may be added by widening the driveway if funds are available. Signs for the Baldwin driveway and parking lot were also discussed.

Mr. Gurnham stated that the Adams roof was completed. The catch basins at Adams were discussed. Mr. Gurnham stated that the High School roof was complete except for a small area and that it was expected to be fully completed by the coming weekend.

Mr. Zuse questioned when the Adams windows would be put out for bid. Mr. Gurnham stated that it would be done in January 2009. He added that revisions to the bid would be reviewed by the Standing Building Committee at their next meeting. Mr. Gurnham stated that the revisions include staggering the project so that it could begin in June 2009. Mr. Zuse expressed his concern that this project has dragged on and that lack of progress will continue.

Mr. Gurnham stated that the District is receiving proposals for the well project at Jones. Mr. Zuse questioned if the project could be done with schools in sessions. Mr. Gurnham stated that the project could be done during school. Mr. Zuse requested an update of the project for the next meeting and any potential issues that could occur. Mr. Zuse also requested details of all equipment of the well system.

Mr. Gurnham provided an update of the Leete project. He added that the Standing Building Committee is working with the contractor to insure completion the project. Mr. Zuse requested a summary of the budget and expenses for the project. Mr. Gurnham stated that there is currently \$41,000 and that he would provide a detail of the costs.

The request for additional personnel for the Facilities Department was discussed. The decision was made to submit the request as part of the budget for 2009-2010.

Mr. Zuse stated that he has received complaints regarding the finish on the gym floor. Mr. Gurnham stated that the finish that was used this year is different from last year. Mr. Gurnham added that he does not anticipate any issues with the floor being slippery.

Mr. Gurnham stated that a new water heater is being installed at Jones. The floor replacements that were completed over the summer were also discussed.

Mr. Zuse noted that the next Facilities subcommittee meeting is scheduled for 6:00 pm prior to the Board's workshop. Mr. Zuse requested that the capital and non-recurring fund be placed on the next agenda. Mr. Zuse stated that he would verify with the other members of the subcommittee that they support moving the plan for the fund to the Finance subcommittee. Dr. Meyers noted that their will not be a Finance subcommittee meeting in September and that the subcommittee should receive a proposal for establishing the fund. Dr. Forcella requested that Mr. Potochney provide a proposal to be presented to the Finance subcommittee.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Linda Trudeau
Accounting Manager