

**GUILFORD PUBLIC SCHOOLS  
FACILITIES SUBCOMMITTEE MINUTES  
OCTOBER 26, 2009**

**FACILITIES SUB COMMITTEE MEMBERS PRESENT: Keith Bishop. Ted Zuse joined the meeting in progress.**

**BOARD OF EDUCATION MEMBERS PERSENT: William Bloss and Barbara Dudley**

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

**ALSO PRESENT: John Ireland and Sue Renner**

Mr. Bishop called the meeting to order at 6:32 pm.

Mr. Gurnham stated that the final walk-through of the Cox Roof project is scheduled for Thursday, October 29, 2009 and the Town's Building Official will sign-off on the project after the walk-through. Mr. Gurnham stated that the walk-through for the Leete Roof had to be rescheduled. Mr. Gurnham added that the Adams window project walk-through was completed, that the contractor has been paid in full and the Town will file the EDO49F. The Adams cupola project is waiting for the four urns and then that project will be closed out.

Mr. Gurnham presented an update on the Adams Immediate Needs projects. The work on the crawl space started today and should take two weeks to complete. The Electrical is moving along. A few items were found that will have to be addressed at an additional cost of \$400 to \$500. The electrical work should be completed by the end of December. Mr. Gurnham noted that the Standing Building Committee will end the contract with KBE, the project manager and that he will take control of these projects. A discussion of the contract with KBE was held. The HVAC project was also discussed.

Mr. Potochney discussed the Capital Projects Cost Summary. Mr. Potochney stated that these are Town projects and that the Town may have other expenditures that we do not have. A discussion of the process to finalized project costs was held. How to obtain Financial Reports for Capital Projects was also discussed.

Mr. Gurnham stated that the seminar on security equipment is later this week and that our current security vendor and a person from our Technology Department will be attending. Mr. Zuse requested that the recommendation for the security equipment be emailed to the subcommittee prior to the next meeting.

The process for the Site Improvement Budget for 2010-2011 was discussed. The timeline for the budget was discussed. Mr. Potochney stated that the subcommittee will receive a schedule for the Site Improvement Budget for the next meeting. A discussion of packaging items together for bond packages was held.

The timeline for the Adams projects was discussed. The ventilators were discussed and Mr. Gurnham noted that the project will be done prior to when air conditioning will be needed. The lockers and lavatory projects were also discussed.

A discussion of the Board of Education having a separate Standing Building Committee was held. Dr. Forcella stated that the focus of the next subcommittee meeting should be upcoming projects. Mr. Zuse stated that he will distribute to the committee the costs of refurbishing classrooms.

The next meeting of the Facilities Subcommittee is scheduled for November 23, 2009 at 6:30 pm.

Upon a motion made by Mr. Zuse and Seconded by Mr. Bishop the meeting was adjourned at 7:35 pm

Respectfully submitted,

Linda Trudeau