

Guilford Board of Education
Facilities Subcommittee Meeting
Melissa Jones Elementary School, 181 Ledge Hill Road, Guilford, CT
Monday, May 24, 2010

BOE Members Present: Bill Bloss, John Ireland, and Ted Zuse

Keith Bishop and Chris Moore joined the meeting in progress.

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

Mr. Ireland called the meeting to order at 6:05 p.m.

1. Review Project Status

Mr. Gurnham distributed an updated AMS Immediate Needs Summary. He told the subcommittee that all 664 lockers will be replaced over the summer.

He then explained that the incorrect electrical outlets had been installed for the spot coolers and the contractor would be correcting the problem at no cost to the district since they had not followed the specifications. The project won't be completed before June 17. Mr. Gurnham also told the subcommittee that he's expecting the HVAC Unit Ventilator contract to be signed this week. If the contract is received in a timely manner, the work should be completed during summer break. He asked for some direction as to the 7 classrooms without air conditioning. Mr. Gurnham told the subcommittee that the SBC is interested in the BOE's opinion since they feel the project scope has been revised. Mr. Bloss suggested Sheila Villano contact the Bond Council to determine the appropriateness of moving forward. A motion was made to add to the BOE agenda a discussion with regard to a change in scope of the Adams Middle School facility project. Mr. Bishop seconded and the motion was unanimously approved.

Mr. Gurnham also reported that the lavatory renovations will take place over the summer and the cafeteria kitchen crawl space work has been completed.

The subcommittee discussed building security. Currently, Mr. Gurnham is working with an architect to look at the possibility of enclosing the area between the portables and the main building. Mr. Zuse asked why the 16 cameras weren't in use. Both Dr. Forcella and Mr. Gurnham explained that the NVR had a 16 camera capacity, but that there was no plan to have all 16 cameras in use. Mr. Gurnham also said the Chief of Police felt the first priority was to secure the buildings. The subcommittee concluded that any enclosure should be kept as simple as possible. Mr. Gurnham will get ideas and pricing and report at next month's meeting.

Mr. Gurnham shared that the roof bids are due on Wednesday. He also told the subcommittee that the State finally released the bid, but has yet to approve the actual project reimbursement. The subcommittee discussed whether sending a letter to the State stating there are no immediate plans for a new Adams Middle School would be advantageous. Mr. Gurnham will provide Mr. Bloss with contact information so he can send a letter.

2. Discussion on Comprehensive Facility Assessment/Inventory

Mr. Gurnham distributed a Capital and Large Facility Projects report. The report will be updated as information becomes available. Mr. Zuse pointed out that the Leete project on page 2 should read \$5.1 million, not \$1.5 million.

Mr. Ireland told the subcommittee that this packet also contains layouts of each of the 7 schools. He suggested each member bring this packet with them to each meeting in order to familiarize themselves as specific building areas are discussed. He said the last part of the packet contained the most recent SBC Meeting Minutes which he also suggested each member read through in order to discuss at next month's meeting.

A discussion regarding the grant for a solar project at Leete was tabled.

Mr. Zuse made a motion seconded by Dr. Moore to tour each school over the summer. Dr. Forcella explained that this would be a very time consuming project and is ultimately Mr. Gurnham's responsibility to report on the facility needs of the district. Mr. Ireland asked if CABE had any facility guidelines. Mr. Zuse explained that a prioritized list of facility projects would need to be created at some point in the future and therefore felt viewing each school was critical.

Mr. Zuse asked if an outside firm could be hired and what would be the cost with this type of assessment. Mr. Ireland told the subcommittee that an in depth review of a building by an outside firm could take 2 days where as a less intense viewing could take half a day and the fee for such assessments could run between .02 and .12 cents a square foot. He will try to get a quote to share at next month's meeting.

3. Discussion on New Technology for Tracking Purposes

Mr. Gurnham and Mr. Ireland discussed the districts current use of School Dude and the various tracking modules they offer which are in use nationwide by numerous school districts. Due to decreased staff, it's currently difficult to maintain the database. The cost of School Dude's Capital Plan Module is approximately \$2,000 annually. Other tracking software is available for upwards of \$13,000/year from a different company. Mr. Ireland explained that School Dude offers online training which shows the user how to input the data and the benefits of maintaining this information. School Dude can also report utilization data on the system. The three main modules Mr. Ireland looked at are Preventative Maintenance (PM Direct), Daily Maintenance (Maintenance Direct) and Capital Planning (Planning Direct). Mr. Potochney and Mrs. Trudeau both shared their less than positive experience with of past inventories. Mr. Ireland explained how an end of year report could be generated to demonstrate which projects were completed. Mr. Gurnham told the subcommittee that he meets with each building principal at the end of each school year to review the year's work orders and discuss any outstanding projects. Mr. Ireland told the subcommittee that something other than a spreadsheet should be used to track the building project back log. Mr. Potochney will meet with Mr. Gurnham to discuss the possibilities of better utilizing the modules we currently have in place. Mr. Ireland explained the correlation between the building needs assessment and project tracking software.

Guilford Board of Education
Facilities Subcommittee Meeting
A. W. Cox Elementary School
Monday, May 24, 2010
Page 3

Mr. Zuse asked if the water issue at Melissa Jones had been resolved. Mr. Potochney and Mr. Gurnham reported that the cost of bringing water from Baldwin to Jones was around \$200/foot, for a cost of around \$1.5 million. Mr. Potochney also added that a study would need to be conducted to determine if a pumping station was required.

Mr. Gurnham noted that an RFQ was being created to address the bacteria in the tank issue.

Mr. Zuse discussed the possibility of one of the water companies taking over the maintenance of the Jones well as was done recently in Madison. Mr. Potochney and Mr. Gurnham will make some calls to see if such a relationship is feasible.

4. Discussion on New Capital Structures

Mr. Zuse suggested that the Facilities Subcommittee meet with the First Selectman to work in conjunction with the town for new capital structures. Mr. Ireland will contact Mr. Mazza to set up a special meeting.

5. Communications

Time did not allow for Item 5 to be discussed.

6. New Business

Time did not allow for Item 6 to be discussed.

7. Following Month's Agenda Topics

Time did not allow for Item 7 to be discussed.

8. Schedule Next Meeting

Time did not allow for Item 8 to be discussed.

A motion was made and accepted to adjourn at 7:33 p.m.

Respectfully submitted,
Jill Del Gobbo