

**Guilford Board of Education
Facilities Subcommittee Meeting
Guilford High School, 605 New England Rd. Guilford CT
Monday September 12, 2011
6:30 PM**

BOE Members Present: John Ireland, Keith Bishop, Sue Renner, Bill Bloss, Barbara Dudley, Mary Beeman, Ted Zuse, and Chris Moore
BOE Staff Present: Linda Trudeau, Anne Keene, Cliff Gurnham

The meeting was called to order at 7:32 by Chairman John Ireland

1. Review and approve facilities Subcommittee minutes of August 2, 2011

Mr. Zuse's motion was seconded by Mr. Bishop to approve the minutes with the following amendment:

"Mr. Zuse's motion to approve the 6/27/11 minutes was seconded by Mr. Bishop. The motion carried."

2. Review of Standing Building Committee Minutes

There were two meetings: August 2 and September 6. The minutes from these meetings were e-mailed to members of the committee.

3. Review Project Status

Mr. Gurnham showed the subcommittee slides of the recent facilities work including the Adams cafeteria, portable addition, courtyard, HVAC and alarm systems; the Cox cafeteria and new bathrooms; and the Leete classroom renovations.

Concerns were brought up that spot coolers aren't being used because of noise, and that the rooms are too hot. Dr. Keene will check with Mrs. Walker on schedules when these rooms are not in use.

Mr. Ireland highlighted the benefits of E-builder, the project tracking software. The total cost would be \$13,000/year with a setup of \$52,000. The district would require that the new high school contractor tie into the software, and it could be used for any buildings. The Standing Building Committee has recommended that the district invest in such software.

4. Discuss 2012-2013 Budgets

The needs assessments at Adams will be conducted. It will need to be done after school which has been holding up the schedule. The needs assessment should be completed prior to the district budget submission. The cost is \$5100.

5. Discuss Mission Statement

Mr. Ireland will forward a mission statement draft and circulate it to members of the facilities subcommittee.

6. Communications

No communications issues discussed

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7. Old Business

The GHS Building Committee will be meeting tomorrow to review the RFP's. The six companies invited to submit proposals are: Moser, Pilon and Nelson, Tai Soo Kim, SLAM, JCJ, Fletcher Thompson, and Kaestle Boos.

Cabinetry Discussions: Mr. Ireland will forward calculations that determined the price of project.

Camera Installations: Two cameras are being installed as part of the corridor project at Adams. A new central panel at the high school had to be replaced. Mr. Gurnham stated that they are dealing with dead batteries as part of storm. Some whole fixtures will be replaced.

Generator at Jones: The police department is in the process of replacing the tower at Jones and is investigating the approval process. If the replacement is done during school hours, the discussion needs to be held with the facilities subcommittee. Mr. Gurnham will inquire if we can tap into their generator to get water from the well at Jones, in case of a power outage.

8. New Business

There needs to be updating of the Emergency Response and Preparedness manual. Anne Keene will be asked to follow up with the staff regarding what was effective or not during recent storm.

Clock at Adams: Mr. Gurnham asked for permission to use unspent bond money from the Adams phone system project to purchase new clocks for Adams. Mr. Bloss stated that the committee is not comfortable including unrelated items in the bond, just because the original project came under bonded amount.

Risk Management: The risk management company is recommending removal of the playground at Jones. The facilities subcommittee would like a list highlighting the safety issues with any playground then will meet to discuss this after the list is received.

Mr. Zuse requested a snow removal scope. Mr. Gurnham will have it for the next meeting.

9. Following month's agenda topics

10. Schedule next meeting

September 26th, 6:00PM at GHS.

A motion was made by Keith Bishop and seconded by Chris Moore to adjourn the meeting at 9:38PM.

Respectfully submitted,

Sarah Cooper