

Guilford Board of Education  
Facilities Subcommittee Meeting  
Melissa Jones Elementary School, 181 Ledge Hill Road, Guilford, CT  
Monday, February 28, 2011

BOE Members Present: Chris Moore and John Ireland

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

Keith Bishop and Ted Zuse joined the meeting in progress.

Mr. Ireland called the meeting to order at 6:25 p.m.

**1. Review and Approve Facilities Subcommittee Minutes**

Once a quorum was reached during the meeting, Mr. Bishop motioned to approve the 12/29/10 minutes and Mr. Ireland seconded the motion with a note to replace the word data in the second paragraph with the word date.

Dr. Moore seconded the motion made by Mr. Bishop to approve the 1/20/11 subcommittee minutes. Mr. Ireland noted that Mr. Gurnham's name should be in the second paragraph and the third paragraph should say classroom space renewal.

Mr. Bishop's motion to approve the 1/24/11 minutes was approved by Mr. Zuse. Mr. Ireland added that paragraph 4 should be the Facilities Subcommittee Agenda, not the BOE Agenda.

**2. Review Standing Building Committee Minutes**

Mr. Ireland told the subcommittee that he sent several corrections to the SBC. The SBC positions that remain unfilled were briefly discussed.

**3. Review Project Status**

**a. Adams Security Options from SBC**

Mr. Gurnham reported that the work wouldn't begin until summer recess. Since the HVAC bids were considerably less than anticipated, this would allow for the installation of the new corridor between the main building and the portables along with one or two additional camera units. Per Mr. Ireland's request, Mr. Gurnham will create a detailed bonding report.

**b. Bonding Project Update**

A representative from the Facilities Subcommittee will attend the upcoming public hearings of the BOF on March 8<sup>th</sup> and the BOF Workshop on March 10<sup>th</sup>.

**c. Space Renewal Estimates**

Mr. Ireland reviewed his spreadsheets stating approximately 350+ projects at a total of around \$4 million. The subcommittee discussed scenarios for the \$600,000 budget. They decided the funds should be spent district-wide encompassing classrooms, bathrooms, and possibly the café floor at Calvin Leete. If the \$600,000 bond passes, work will begin at Melissa Jones.

**d. Fire Alarm RFQ/RFP**

Mr. Gurnham told the subcommittee that one of the bidders would be disqualified for not submitting all necessary paperwork with their bid package. He also noted that a consultant may be hired to help oversee the work as all of the elementary and middle schools will be worked on simultaneously making it difficult for him to oversee all 6 buildings. He also mentioned that pricing for 3 to 5 year maintenance plans were included in the bids.

**e. A/C for UVs for Adams**

Mr. Gurnham told the subcommittee that the SBC and CES were reviewing the 7 bids recently received for the unit ventilators. The lowest bid was for approximately \$99,000 and the highest for around \$155,000. These amounts were significantly less than anticipated.

**4. Requests for Board or for other Subcommittees**

Time did not allow for this item to be discussed.

**5. Communications**

Communications were not discussed.

**6. Old Business**

Old business was not discussed.

**7. New Business**

New business was not discussed.

**8. Following Month's Agenda Topics**

Mr. Zuse suggested snow removal for the 2011-2012 school year be addressed on next month's agenda.

**9. Schedule Next Meeting**

Next month's regular meeting will be held on the fourth Monday of April at 6:30 pm.

A motion was made by Mr. Zuse and accepted by Mr. Ireland to adjourn the meeting at 7:30 p.m.

Respectfully submitted,  
Jill Del Gobbo