

**Guilford Board of Education
Facilities Subcommittee Meeting
Guilford High School, 605 New England Rd. Guilford CT
Monday, September 26, 2011
6:00 PM**

BOE Members Present: John Ireland, Keith Bishop, and Chris Moore. Ted Zuse joined the meeting while already in progress

BOE Staff Present: Andy Potochney and Cliff Gurnham

Guilford Fire Department: Chief Charles Herrschaft

The meeting was called to order at 6:15 by Chairman John Ireland.

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

Mr. Bishop's motion to approve the minutes was seconded by Mr. Moore.

The motion carried.

2. Review Standing Building Committee Minutes

No comments.

The Standing Building Committee will meet on October 4, 2011 at 6:00 pm at CO North with the Board of Education, Board of Finance and Board of Selectman to discuss bonds.

3. Review Project Status

The bonded projects financial report was distributed and invoices are still coming in. Mr. Ireland commented that construction management software would be helpful in monitoring costs and would alleviate the multiple steps that are currently being taken. The new program would be able to tie into the MUNIS system.

We would need to consider the cost of data processing to put information into the program.

4. Discuss 2012-2013 Budgets

The budget timeline was discussed. Of particular interest are the following dates:

October 24th – the Board of Education will meet with members of the leadership team.

Nov. 28th – the Facilities Subcommittee will review proposed bonding to submit to the Standing Building committee.

Dec. 6th – the Facilities Subcommittee will propose bonding to the Standing Building Committee.

Mr. Ireland reviewed the list of priority two and three projects from last year. A better compiled and current list should be ready for the next meeting.

5. Discuss Mission Statement

Mr. Moore stated that a draft mission statement for the Facilities Subcommittee is in progress.

Mr. Ireland will review it.

6. Communications

Mr. Moore questioned the State of CT Change orders. Mr. Gurnham explained why some items are not covered. Mr. Gurnham will also research some undocumented costs and inform the subcommittee at the next meeting.

7. Old Business

Carlo Centore from Centek engineering addressed the Facilities Subcommittee on the replacement of the existing emergency tower that will be built at Melissa Jones School. The old structure cannot accommodate anymore loading and does not meet the state requirements for wind loading for tower-type structures. There will be a larger foundation. Fencing and planting will be put in for screening. The antennas will be for town communication only with the addition of the school bus antennae. The existing tower will be moved slightly to allow its continued use while the new tower is being constructed. Mr. Gurnham requested that the contractors maintain the drainage system that was put in last year. Work is to be completed next summer.

Mr. Gurnham mentioned that the town does have a portable generator available to run the Jones well, if necessary, in the event of power loss.

8. New Business

Mr. Bishop asked how much work goes into developing a scope for snow removal. Mr. Gurnham will make a few calls to determine if companies are interested in the work and get rough estimates. A five year summary including yearly snow fall would be helpful to the subcommittee.

A new truck equipped with a sander will need to be considered in future planning.

9. Following month's agenda topics

10. Schedule next meeting

A motion was made by Mr. Bishop and seconded by Mr. Moore to adjourn the meeting at 7:24 pm.

Respectfully submitted,

Sarah Cooper