

Facility/Energy Meeting Minutes
Superintendent's Office
December 11, 2017
3:30 P.M.


Members: Steve Thompson, Kevin Bazan, Elisha Jackson, Business Manager, Alan Genovese, Superintendent

Present: Steve Thompson, Kevin Bazan, Elisha Jackson, Business Manager, Alan Genovese, Superintendent

- I. **Commencement:** Called to order at 3:40 p.m.
- II. **Review of Minutes:** The Committee reviewed the November 13, 2017 Minutes and highlighted some of the key issues still pending.
- III. **Fire Chief Inspection Update:** The Superintendent and Business Manager met with the Fire Chief on Saturday, December 9th and assessed the progress to date on outstanding issues identified in last year's Inspection Report. Members reviewed this report which was issued on December 12, 2016 by the Fire Chief after his inspection and compared it to the checked list document recently developed that identified which items had been addressed and also indicated which items remain pending. There are approximately 10 items that require attention and the chief suggested other items deserving of consideration. The Chief will develop a new report and provide a copy to the Superintendent and also will give the Superintendent a copy of the form that will be filed with the state Fire Marshal.
- IV. **Director of Building & Grounds – (job descriptions)** The Superintendent explained the need for a Director of Facilities and a split position (maintenance assistant/custodian) to address the many needs of the aging building. This position would supervise and evaluate the custodians and it would require the Director to become certified in a number of areas, i.e., asbestos, Back Flow, Boiler, Tank Inspections, etc... Additionally, it would be preferable to have the individual licensed in a trade, i.e., plumbing, electrical, and/or have an expertise in an area such as carpentry, mechanical, etc... An individual that has a variety of experiences and knowledge "fixing" items would also would be a good candidate. It was explained that the present job description will be updated to reflect need. Some general discussion about funding resulted in various ideas, including, possibly combining the two-part time positions into one split position (maintenance assistant/custodian) or perhaps replacing one full time custodian. It was noted that performance reviews should be completed annually. A salary range was discussed for the Director's

position and it was suggested that \$46,000 to \$52,000 may be appropriate, depending on experience. The Superintendent would like to advertise for this position to see if there are any qualified applicants to interview. The district is deficient in having succession plans for people in key positions leaving the district. That is another reason there should be an assistant, to learn the ropes and be prepared to fill-in should the need arise.

- V. **Quote for Blinds:** It was reported that a grant was submitted to install new blinds in classrooms throughout the building that are damaged or missing. Over the years, as blinds became inoperable, some staff members bought curtains for their rooms. The blinds have two functions: moderating the temperature in the rooms, and offering security if required. It was noted, regardless of whether the grant materializes or not, this issue needs attention in the near future. A quote of \$5,700 was secured to complete the work which can be done after hours, on weekends, and will take approximately 2 weeks. More on this later.
 - VI. **Update on Light Project:** It was noted that the gym lights cannot be switched out for new lights and new fixtures will have to be installed. It was suggested that fixtures that have a high degree of refraction might increase illumination while using less energy. Options will be explored by the Business Manager.
 - VII. **Five Year Capital Plan:** The Business Manager is developing a 5-year Capital Plan. Committee members suggested projects that should be included.
 - VIII. **Library Roof:** The Superintendent indicated that he met with former Chair of the Winchester School Board, Colleen Duquette, who served during the renovations. The Superintendent explained that he is researching some of the projects in order to locate individuals that may be helpful in remediating some of the present issues. Colleen indicated that she has a box of documents that may be helpful and will bring them to the Superintendent's Office for review. One issue is the singles on the library roof that appear defective. They may still be under warranty and this requires follow up. K. Bazan provided contact information that may be helpful as the Superintendent continues to research this problem.
 - IX. **FY 2019 Line Item Budget:** A brief discussion centered on potential warrant articles and amounts to include.
 - X. **Review Meeting Schedule:** The Committee reviewed the remaining meeting dates. All meetings are held in the SAU Office at 3:30 p.m.
- January 8, 2018



February 12, 2018

March 12, 2018

April 9, 2018

May 7, 2018

June 11, 2018

Adjournment: The meeting adjourned at 5 p.m.

