

**Facility Meeting
Superintendent's Office
October 16, 2017
3:30 P. M.**

Present: Board members: Steven Thompson, Kevin Bazan; Elisha Jackson, Business Manager, Michael Duprey, Principal, Alan Genovese, Superintendent.

Meeting commenced at 3:33 p.m.

I. Roof Response for Corrective Action

There was a general discussion of a problem with the roof in the primary section of the building where tar is seeping slightly between some seams on extremely hot days and then solidifies. There is no knowledge or report that the tar ever dripped beyond an inch or two before solidifying. In these areas the maintenance personnel removed the solidified tar. One remedy would be to explore riveting small pieces of steel into the metal rafter. This remedy will be explored. Eventually, a new roof will need to be budgeted and installed. Additionally, the school administration will monitor the situation on extremely hot days. The superintendent will forward a response to the Department of Labor noting this as the action plan.

II. Security Cameras

The superintendent reviewed the quotes for the replacement and addition of a total of 20 cameras. Additionally, a schematic was reviewed showing the placement of these cameras. After discussion it was agreed that should any grant money become available from Homeland Security or other source, the administration should respond seeking funds to implement the camera monitoring plan.

III. Parking lot update

It was noted that the project may be delayed due to a resignation of one of the workers from the company hired to do the paving in the rear of the building. It was originally scheduled for the end of October. It was noted that a student injured his heel running out the door from the cafeteria and catching it on the bottom of the door. To ameliorate this situation, it was agreed that a tar ramp will be graded up to the opening of the door. It will also permit wheelchair access. There are two doors leading out of the cafeteria and both will have a tar ramp. Presently, students are not allowed to use these doors and exit the cafeteria to the outdoors through the hallway. This is not practical in the event of an emergency and the cafeteria needs to be evacuated immediately. Additionally, all access doors will be identified and if there is need for a ramp, this information will be totaled and provided to the contractor paving the parking lot. Finally, as part of the paving project, it is the desire of the Facility Committee that the walkway leading

to the entrance next to the gymnasium and the walkway leading to the elementary glass entrance will also be paved. It was noted that this area will need to be graded and prepared before it can be paved. E. Jackson will follow this initiative up. It may be possible to solicit some assistance from the Highway Department.

IV. Lighting Initiative

A review was provided on the lighting project presently underway. E. Jackson noted that many LED lights have been installed to date and the next phase is to have the ballasts removed so the lights can be directly wired. This project will begin tomorrow, Tuesday, October 17 in the SAU offices and then will proceed down the hall to the middle school classrooms. This initiative will need to be coordinated with the principal so students are not in their rooms. Perhaps this can be done during specials or using another classroom. It was pointed out that the lighting in the Ford building has been completed.

On an inquiry, it was noted that the Eversource lights in the parking area are under the control of Eversource and they determine the timing of the lighting. The lights on the brown poles are on timers and we set the timing of these lights. One timer controls all the lights.

V. Fire Chief Memo (follow up and response)

Correspondence was reviewed between the Fire Chief and the Superintendent and between the Superintendent and the staff. It was noted that smoke detectors may be required in the third-floor classrooms. Efforts are being made to address all the issues raised by the Fire Chief. The staff has been very cooperative.

VI. Budget Items for remainder of FY 17

It was noted that the shingles on the Elementary roof are in need of replacing and they should be covered under the warranty. It will be necessary to locate documents relating to this project to determine who is responsible to replacing this roof as it should be covered. It was suggested that once information was gathered, it would be prudent to hire an attorney to proceed with legal action to remedy the situation.

There was also some discussion regarding the primary bathrooms and it appears that the steps taken previously to eliminate the odor have been effective. The vents are operating daily and the room is being thoroughly cleaned each night. It was agreed, that any further action would be on hold and this area will continued to be monitored.

Finally, there was discussion on the custodians having to lift their buckets off the floor to dump them into the sink because there is not a floor drain. Originally, when it was thought the bathrooms would be renovated, the floor in the custodial closet would jackhammered to gain access to the floor drain coming from the

bathrooms so one could be installed in this area. Since that project did not go forward, but there still remains a need for the custodian to dump their buckets without lifting, other areas will be identified that may have a floor drain, i.e., the bathroom floor drain, or a drain in a nearby location.

VII. New Items for FY 18

Items that may become part of a 5-year maintenance plan may include, among others projects, addressing the bathrooms and drains discussed previously, installing smoke detectors, as discussed previously, replacing the roof over the glass hallway, the library roof, solar panels on a roof, putting insulation in the Ford Building attic and replacing windows. Other projects will be identified for possible inclusion in the 5-year plan. This should be available for the FY 18 Budget proposal.

VIII. Other

It was noted that an electric meter will be installed on the Ford Building to monitor electrical consumption and calculate an invoice for half the amount to be paid by Monadnock Family Services.

Adjournment: S. Thompson moved to adjourn the meeting at 4:55 p.m., seconded by K. Bazan, voted unanimously.

Respectfully submitted,

A. Genovese, Superintendent