

**Facilities/Energy Committee
Superintendent's Office**

March 19, 2019

3:30 p.m.

Present: Board Member Kevin Bazan

Administration: Mike Duprey, Principal; Ian Spencer, Director of Facilities; Mary Henry, Business Office;
Alan D. Genovese, Superintendent.

Invited Guest: Rick Meleski (Water Department)

- I. **Commencement:** The meeting began at 3:35 p.m.

- II. **Solar Panel Update:** The Committee reviewed the various aspects involved in potentially installing solar panels on roof or on the property. R. Meleski provided an update on his activities to date and indicated he has much more work to do. It will be important to ascertain what the electrical load will be for whatever project is pursued. It was agreed that Dan Weeks of Revisionenergy would be able to contribute much to the conversation. R. Meleski will coordinate a meeting at which D. Weeks can attend with the schedule of Facilities Committee.

- III. **Security Cameras:** Julian Stanway, IT technician, explained the expansion of the grant funded security cameras and how these will contribute to the security of the building. Four additional cameras will be added, however, it was agreed that if additional cameras were deemed necessary, it would be prudent to have them added and installed as part of this security initiative. The Committee asked clarifying questions. A walk through of the building will be completed on Friday, March 23rd, to finalize placement.

- IV. **Repair of Kitchen, Cafeteria and Gym Roof:** I. Spencer informed the Committee that the kitchen roof has been leaking for some time and will need to be repaired before it causes damage to the interior of the building. Estimated cost of replacement is \$24,867. This looks like the original roof. The cafeteria roof also needs replacing and it's estimated cost is \$39,560 dollars. Again, it appears to be an original roof. Although the Gymnasium roof is leaking on "wind driven" rainy days, some focused repairs will likely resolve the problem. Since I. Spencer has cleared the drains, there has not been any evidence of severe leaking. Ian Spencer indicated that he would like the kitchen roof to be repaired during the summer months and perhaps the cafeteria at the same time.

The Superintendent indicated that he agrees that the roofs require attention, however, expressed concern that the Capital Reserve Budget will not be able to fund these projects and also cover the entire cost of grant funded projects before reimbursement is received. He noted that the cost of the Vestibule alone is estimated at \$180,000 and the District, at this point in time would have to fund the entire project before it is reimbursed for 80 percent. He indicated that a more measured approach will likely be prudent. Use the reserve funds to complete the grant funded projects and return the reimbursement to the

capital fund. He suggests doing the smaller project first and then complete the vestibule. Finally, expend the Capital reserve to address the roofing projects. It is the Superintendent's expectation that the security shade project will be underway very soon.

- V. **Update on Fire Chief List:** I. Spencer updated the Committee on some of the items he is addressing that were cited by the Fire Chief. He indicated that a number of batteries that support emergency lighting in the event of a power failure need replacing. Additionally, some of the lights that operate off these batteries need replacing. He is trying to reach the Fire Chief to get clarification regarding windows that are used as a second means of egress. He will continue to ameliorate items on the list.
- VI. **Recycling Program:** I. Spencer explained that milk cartons are now being recycled and this should not only save the District money but also teach students about recycling and the importance of taking care of our environment. He also shared ideas of other recycling initiatives that are being explored.
- VII. **Third Floor Item Disposal:** I. Spencer indicated that there are a number of items taking up space on the third floor and they need to be disposed of in a timely manner. It was suggested that these items be offered to the public during April vacation. The items that still have a purpose and usefulness will be tagged to remain.
- VIII. **Update of Kitchen Freezer, Lighting Project, and Control Heating System:**

Freezers: I. Spencer indicated that the two cafeteria freezers appear to be original and have been cited as concerns by the Health Department. I. Spencer is looking at possible grant funding to replace them. He is presently securing quotes.

Lighting Project: He noted the lighting project is continuing throughout the building and will update the Committee on and additional funds needed to complete the project. He also indicated that the calculated payback savings will be extended as labor was not factored into the pay back calculation. However, all agreed this project is important in saving the District money. He indicated that he would like to complete the remainder of the project by July 1, 2018 and the funding appears to be about \$3,500 short of the estimated cost to complete. He intends to order the remaining materials next week and have the electricians in over the April break. After that week is billed, he will be able to reassess time estimates for the remaining areas to be more accurate on the funding needed, if any. The labor is being billed on an hourly basis and some areas go much faster than others which makes labor cost estimating a challenge. I. Spencer believes that anything with less than a 5 year payback and a 10 year or more life span is a wise investment. With this project completed I. Spencer believes that the electricity budgeted could be cut by at least \$10,000 dollars during the next heating season.

Control Heating System - Ian Spencer also indicated that it is important to capture the heating points in the control of the boilers so that if there is a problem with the system and

these are lost, it will save the District thousands of dollars. It will cost approximately \$800 to document these settings. All agreed this is important in being prepared for potential system failures.

- IX. **Energy Audit – Winchester School and Ford Building:** After discussion it was agreed that another energy audit should be conducted and the District should pursue grant funding to implement findings. I. Spencer will research options on who best may undertake this audit.
- X. **Update on Ford Building Electric Meter:** A meter has been installed and readings will be taken and the cost of electricity will be split between the District and Monadnock Family Services.
- XI. **Grants Awards:** The Committee was informed that to date the District was awarded the 3 M Film grant, the window shades, Door access, and Cameras. The District is awaiting word on the following grants: Entrance Vestibule, Letter Visibility, Smoke Detectors and Horn lights and Fire rated Doors.
- XII. **Meeting Dates:** The next two meetings are scheduled for April 10th and May 7th. It is hoped that Dan Weeks will be able to attend one of these meetings.
- XIII. **Recognition:** It was noted that Andy's Tree Service was responsible for repairing the top of the flag pole at no expense to the District. The Superintendent will send a letter of appreciation on behalf of the School Board.
- XIV. **Adjournment:** The Committee adjourned at 5:20 p.m.

Respectfully submitted,

Alan D. Genovese, Superintendent