

**Facilities Meeting
November 14, 2018**

Attendees: Sue Sherman (School Board), Nancy Barcelos (Principal), Dr. Metzler (SAU), Angelo Fantasia (Athletics), Rodney Mills (Facilities), Kathie Dayotis (Principal), Tom Geary (Facilities), Jen Marino (Principal), Nancy Stafford (Principal), Nancy Louiselle (SAU), Michelle Auger (Principal), Mike Flynn (Principal), Geoff Dowd (SAU), Brian Boyle (School Board)

1. Call to order
 - 10:24pm

2. Approval of Minutes
 - Minutes were reviewed
 - Corrected the spelling of Doug Blay's name
 - Motion made by Mike to approve minutes, second by Kathie, all approved minutes

3. Building/Department Updates
 - Danville:
 - The school is in good shape
 - Still waiting for tiles going into cafeteria. They're chipping away. Rodney shared it's slated to be complete over Thanksgiving break.
 - Quiet rooms will be expanded. There are sketches and specs re: needs. Tom will review the plans with Susan Rasicot. They're hoping to put it out to bid within a couple of weeks.
 - Pollard:
 - Looking at a fix for some of the windows in ED room. They open too much. They're looking at making it so that the windows don't open as much.
 - Heating concerns but Rodney is looking at this. Some rooms are very hot, others are cold.
 - Atkinson Academy:
 - Public address system has been taken care of.
 - Bark mulch was completed. (This was done at all schools over Columbus Day weekend)
 - Lighting was put in outside
 - Carpet Spotter – needs to be replaced.
 - Sandown Central:
 - Ongoing issue with OT/PT room, it doesn't lock. This is the interior door.
 - Variance in heat continues to be an issue
 - Speed limit lights have been not working correctly. There are multiple time frames. Rodney shared that DOT is doing work on it. They're putting in new meter, box in spring time.
 - Sandown North:
 - DOE safety visit
 - Light near C wing – electrician will get this fixed

- Gary Paradis checked out odor in library
- Facilities projects:
 - Rodney said they're working on AC projects for Pollard and Sandown Central nurse offices. Feb. and April break will be utilized to complete this project.
 - Loud noise from heating system, required a belt be replaced in Danville. This was done and all set now.
 - Women's Coaches room – is almost complete – shower space added, replaced ceiling, and replaced tiles. Opening space after Thanksgiving break.
 - Second phase is beginning next. This will add new space for Athletic Dir. And his administrative assistant. This will be located overlooking fields. Hoping to have this complete by Jan. 1st.
 - All lights on football field were relamped and are working. Before the tennis season, the courts will be repaired, cracks filled etc.
 - Rodney shared the current work order status. 273 in progress work orders. 64 new work orders assigned, 221 closed. First qtr. 109 new work orders, 461 complete. Trying to get work done within 30-60 days. They prioritize. If it's something small, custodian may fix, but we need to still complete a work order so that we keep track.
 - Tom shared that they encourage maintenance to include the action they've taken, i.e. what needs to be ordered, when it's expected in, when it was completed.
 - PAC siding – Tom shared the SB is looking at putting this on as a warrant article. Tom would like recommendation from this committee regarding putting this out to bid. Tom thinks the dollar amount will exceed \$400,000. He'd like to use funds from this year. Tom explained depending on the type of materials we choose, will depend on the amount. The district has plans for the PAC; however, the plans are copy written by Turner; therefore, we cannot use the plans. He recommends going to another architect besides Turner. We would like to have a budget number prior to the budget public hearing. Tom recommends using the architect signing off on the work. Brian stated, this should be part of the bid. We are asking for \$20,000. 6-8 weeks for design development. Sue suggested having Tom come to SB meeting tomorrow night to share this request. Tom will do that. Committee voted to bring this forward to the board. Nancy L. made a motion, Nancy B. second. All were in favor.
- TRMS:
 - Front entrance done
 - Locker replacements, final phase will be complete by Thanksgiving
 - Mike shared that they needed to relocate a classroom. This was accomplished in 1 day. Mike wanted to commend maintenance on this.
 - Temperature is spotty there too.
 - Gym floors were refinished. They used a new water based product. It looks good. It won't retain the shine as long.
 - One square in gym needs to be painted, where a record board was removed. Needs to match rest of gym.
- TRHS:

- Angelo shared that there still is a strong septic odor. Rodney said that septic tanks were pumped during the school year rather than over the summer. Angelo said students complained about the smell. Tom said when it happens again, they'll call the Rooter Man to check it out.
4. TRHS Gymnasium Floor
 - Water pipe leaked a couple of weeks ago over the weekend. This is being repaired. The entire floor needs to be sanded down, relined etc. Out of pocket expense will be \$1000 because of insurance coverage. Hoping work will be done by Nov. 26th. This caused PE classes to be relocated. NE Sports Floors is doing this job. They specialize in this.
 5. Other Business
 - Rodney shared we rededicated the Heroes wall at the high school. Tom shared that Rodney took on this project and did a great job.
 6. Adjournment
 - Meeting adjourned at 11:22am

Notes submitted by Nancy Stafford