Facilities Sub-Committee Meeting
Tuesday, August 18th, 2020
Zoom Meeting

Minutes

Members Present: Mr. Abare (Chair), Mr. Swartz

Members Absent: Mr. LaFreniere

Others Present: Mr. Anderson (Facilities Director), Ms. Yu (Business Administrator), Mr. Pellegrino (Superintendent)

Others Absent: None

At 4:04pm, the meeting was called to order by Mr. Abare, the Chair. A motion was made by Mr. Swartz and seconded by Mr. Abare to accept the June 23rd meeting minutes. The motion passed unanimously.

1. Mr. Anderson and Ms. Yu gave an update on Moura’s Cleaning Services.

Summer cleaning has been going on schedule, expecting the complete date of August 21st with HMS building pending to be completed. Right now the main focus is on cleaning the Ventilator units. The process has been very time consuming. As of now, Elm St. School and High School are all set. Moura’s staff are working on the Ventilator units at Waterford Street School and Middle School. Ms. Yu will contact Mr. Dave Moura to work on a plan to get them all completed by next Friday, August 28th. Ms. Yu will also schedule a zoom meeting with Moura’s and the District Nurse Leader, Ms. Becky McCaffrey to make sure that the cleaning and disinfecting process is meeting the Public Health Standards.

When we are planning for FY21, Moura’s has recommended adding day porters to each building for fulfill the needs of extra cleaning and disinfecting when hybrid model starts. That will potentially add to the total cost.

The district is purchasing 12 units of disinfecting equipment so that the buildings will be disinfected periodically during the day. The district has spent $358K on PPE, which includes masks, face shields, gloves, hand sanitizer, etc. Safety for students and staff are our #1 priority.
Ms. Yu will ask Moura’s to film a quick video clip to show how the buildings are cleaned and disinfected, and the cleaning logs will be used for bathrooms and classrooms, etc.

2. Here is the list of projects that were either completed or in process

a) Projects:

Middle School:

- Replaced motors, control transformers, and bearings as required in unit ventilators throughout building. Need additional parts.
- Boiler cleaning, exterior flue piping repair, and generator fuel oil line repair is scheduled. Vendor is waiting for parts.

Original HVAC Repair Budget: $5,000.00

- FY 2020 actual HVAC repairs will be over $35,000.00
  - Unit Ventilator Parts: $8,000.00
  - Top Tier Mechanical: $25,000.00
  - Fiandaca Refrigeration: $1,400.00

High School:

- Built a more substantial meal dispensing structure. Wind was not kind to the original structure.
  - We replaced the tarp several times and had to remove the tarp during high wind events.
  - Staff had concerns with lightning.
- Replaced elements in dishwasher.
- Replaced faucet on mop sink in Kitchen.
  - Volunteer Hand Washing Station
- Repaired window screens throughout.
- Replace faucets in A Wing classroom sinks. Parts are on order.

Elm Street School:

- Student Bathrooms:
  - Scraped peeling paint, patch as needed, and paint.
- 3rd Floor Hall:
  - Scraped peeling paint and patch ceiling as needed.
- Replace faucets on mop sinks throughout.
- Fix the wall at the Special Ed room

Waterford Street School:
Painted base black trim throughout.

Watkins Field:

New Field Signage

Contract Close Out:

Electric Service – Complete
Electrical – 90 %
Elevator – 90%
Punch List

Helen Mae Sauter: Elevator Inspection

3. Summer Projects

a) Grant Funded Projects:

Middle School – Security Cameras: $50,000.00
(project started and will be done by 8/31/20)

28 – Interior Cameras
  1 – Exterior Camera
  1 – Exterior Camera 360 quad lens

Middle School – Pizza Oven: $16,420.00

School Water Improvement Grant: $39,000.00
(After all done, we’ll turn off all the water bubblers)

13 Bottle Filling Stations
  5 – High School
  1 – Helen Mae Sauter School
  5 – Elm Street School
  1 – Waterford Street School

b) Building HVAC:

Review CDC and ASHREA guidelines for building ventilation COVID-19
Unit Ventilators, Air Handlers, Exhaust Fans, Make-Up Air Units

High School: Good condition  
Middle School: Good condition  
Elm Street School: Good condition  
Waterford Street School: Fair Condition  
Helen Mae Sauter School: Fair Condition

c) Middle School:

Lower roof repairs and upper and lower roof moisture analysis.

Exterior Door and Interior Fire Door Replacement.

d) Update Work Order system

4. Central Office Move Project

We are waiting for the building permit, currently on hold

5. The next Facilities Sub Committee meeting is scheduled to be on Monday, August 31st at 4pm.

6. Adjournment

With no further discussion, Mr. Swarta motioned to adjourn the meeting at 4:42pm, seconded by Mr. Abare.