

Joint Facilities
February 2, 2017
Enfield Room
6:00pm

Meeting called to order at: 6:02pm

Roll Call:

-Present: Walter Kruzel, Liz Davis, Donna Szewczak, Randy Daigle, Tim Neville

-Absent: Bryan Chodkowski, Steve Twitchell

Approval of Minutes:

A. January 12, 2017 minutes

-motion to approve meeting minutes made by Donna Szewczak and seconded by Tim Neville.

– approved, 4-0-1 (Liz Davis Abstained).

Old Business:

A. Review of Future Facility Use Identification

- **Removal of items from Plan.**

Items that weren't removed from the plan were placed into categories. The focus will be on the building envelopes as a priority with an additional focus on the roofs.

Donna asked about scheduling time to go look through records. Members of the committee will work to look through available records. As part of this, they will also inquire if any asbestos data is available that JFK Pre-Referendum Committee can use as well.

The committee discussed the importance of being able to find reports and data from prior inspections and studies. It was stated that a better method of record keeping may be necessary (for example, recommending digital prints vs. paper copies). This would make it easier to access records.

B. Review of Priority 1 Facility Improvements

- **Exterior Shell/Envelope & Roof information**

Randy will gather information to give to Bryan. Carlisle, a roofing manufacturer, was spoken to and they are interested in coming out to evaluate buildings.

Discussed needing to get plans so they can be provided to the roofing manufacturer once selected.

Tim asked if we need a legal agreement first. Randy advised this can be discussed further with Bryan Chodkowski. Next step is locating the drawing plans so the team can move forward.

Committee discussed the value of digital copies of plans in the future and the value they add. Randy gave an example of being able to pull up a room plan on the computer by a fire department should there be a fire at a school.

Discussion on exterior shell cannot move forward until plans are received.

Discussion on windows and how windows would need their own review. This would need to be separate from the roofing evaluation.

Donna brought up possibility of some schools and buildings being in the pre-historical category and may be eligible for funds. Randy mentioned this would require federal involvement as there are numerous impacting regulations.

Donna asked for an explanation of electrical switch gears. Tim and Walter explained their purpose.

Tim and Randy inquired when budgets are due and if items will be able to be done this year. Donna commented on accounting for items such as sidewalk repairs and re-grassing of lawns in the budget.

Walter asked about the possibility of adding a new position of Facility Director. Such a person would be a contact for questions, accountable for reports and record retention and could also look for grant money to assist with project funding. The committee will further discuss this for the purpose of bringing to budgetary talks.

There will also be the need for a line item for a maintenance plan.

New Business:

A. Impact of Referendum

Walter inquired about the status of Honeywell and the performance contract. Donna will obtain information and share.

B. Priority 2 Facility Improvements

Donna and Tim are handling this matter and will review at the next meeting.

Committee Comments:

No additional comments from the committee.

Meeting Adjournment:

The next meeting date was set for 2/16/2017 at 6PM.

A motion to adjourn was unanimously approved. The meeting adjourned at 6:54PM

■ EMR