

Chebeague Island School Committee Meeting Minutes

Tuesday, February 20, 2018

Call to Order

The meeting was called to order at 5:06 pm by Chairperson Jeff Putnam. Present: School Committee members Jeff Putnam, Courtney Doughty (dismissed early), Jen Belesca, and Stephen Todd, (Suzanne Rugh was excused absent); school staff Superintendent/Principal Mike Pulsifer and Cook/Custodian Laura Summa; Town Manager Marjorie Stratton; and guests David Brunner, Claire Betze, Doug Ross, Geoff Summa, Bob Earnest, John Thaxter, Ed Reynolds, Jon Riley, Steve Doel, Beverly Johnson and Ken Pelton.

Flag Salute

The Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Stephen Todd and seconded by Courtney Doughty to approve the agenda as written. The motion passed 4-0.

Approval of Minutes

A motion was made by Courtney Doughty and seconded by Jen Belesca to approve the meeting minutes of February 6, 2018 as written. The motion passed 4-0.

Correspondence

None

Public Comment

None

Reports

School Committee Chair: None

Superintendent/Principal: None

Old Business

School Renovation: Architect David Brunner reviewed a time schedule with the School Committee, going over the various points of importance. Final site plans will need to be confirmed, bidders notified, and permits obtained. Also it was noted that our schedule may need to be altered due to construction company availability. The week of March 19th is an internal deadline to issues Instructions to Bidders which will include bid date, anticipated construction start, and substantial completion date. More School Committee discussion on the timing should occur at the March 6th meeting.

Engineer Steve Doel reviewed the mechanical plans for the renovation project, focusing on the five Lossnay Energy Recovery Ventilators (EPV) that he recommends using for the school. They are a single solution for ventilation and space heating requirements. He suggested creating five zones, one for each classroom, and one shared with the new special education classrooms. Steve reported that EPVs are used in many schools and commercial buildings of our size, they have a

life span of 15-20 years. Periodic cleaning and maintenance will be needed, but they will be placed above the ceiling for easy access. Thermo and CO2 sensors are built in for automatic running for heat and ventilation, and they have four preset fan speeds. Steve also said the renovation plans call for a chimney upgrade and keeping the current boiler. He felt the boiler had another 15-20 years of valuable use in it. An upgrade to a 225 amp service from the existing 100 amp service is proposed.

Electrician Ken Pelton recommended the School Committee consider 400 amp service for the renovation, which is not included in the new plan. This would allow for upgrades later in the life of the system. Ken also recommended two electrical panels for the school, either one for each building side, or to create two north/south zones with one for each zone. Ken also recommended more electrical outlets in the multipurpose room. He showed the School Committee some new LED ceiling lights that might be easier to install. He also recommended using flexible ceiling tiles for easier light installation. Ken said he agreed with the light installation locations on the plans.

Insulation specialist Jon Riley wondered if the recommended ERVs might be too much for the size of the school. He questioned their cost and heat output for the project.

Boiler specialist Ed Reynolds commented that with the new ERVs and new insulation the boiler should run a lot less. He questioned if the ERVs are too large for our project. He also questioned the ability of school staff to clean and maintain a ceiling unit. Steve Doel said the units are easy to clean and reach for maintenance, and their size and output is good for our building. He also said the system was selected with cost in mind including reuse of existing equipment where feasible. An all-electric (heat pump) type system would have significant electrical demands that would make the emergency backup generator system much larger and more expensive. Space cooling is becoming more prevalent in new school projects, but traditionally has not been a priority, especially in coastal areas of Maine.

Construction specialist John Thaxter asked if the selected construction company would be able to install the ERVs. Steve Doel replied they would be able to do this installation, as many are installed all the time by contractors.

Beverly Johnson said she will be providing the design team with desired CAT 5 outlet locations, and any other data needs she can think of that might be needed.

David Brunner informed the School Committee that as of that morning, only one of the two construction companies asked to give more pre-bid information had responded. He said that Gordon's had given the necessary information, but Doten's had not responded at all. Jeff Putnam shared feedback he received on Doten's from SAD #55 in Hiram, which was positive. The School Committee agreed to include Gordon's in the bid offering along with the previous four approved, and suggested to give Doten's one more chance to respond before eliminating them from the pre-bid qualification. Marjorie Stratton will contact Doten's the next day to get feedback from them. The goal is to issue the final selected bidders list to all applicants by the end of the week (Feb 23rd) or in the early part of the next week.

David Brunner went over the recent Planning Board meeting that reviewed the school plans. Some items still need attention, but the Planning Board is planning on giving the project Conditional

Approval at a special meeting next week. David outlined the 3 concerns/conditions for Site Plan Review Approval: 1) the oil tank and other environmentally hazardous materials in the boiler room need spill protection to prevent oil and other contaminants from entering the existing floor drain and causing ground water contamination. A new double-walled oil storage tank can be provided for around \$5,000. This is not currently included in the project budget, but will be priced through a bid alternate. 2) exterior lighting controls will be provided for better nighttime controlling and 3) the new fire and emergency access drive at the rear of the building needs a formal approval by the Fire Chief and new Code Enforcement Officer. Planning Board member Bob Earnest was in attendance, and he said the next Planning Board meeting approving the school plans with the conditions listed should go smoothly. After permitting is completed with the State Fire Marshal and Town, David will formalize the School's intent to the Planning Board on meeting the 3 conditions for approval.

David Brunner has a meeting on March 8th with the State Fire Marshal. He informed the School Committee that \$1,100 in fees are needed for required approvals. Those are as follows:

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| 1. Construction Permit Plan Review | \$450 |
| 2. Building Code Surcharge Fee | \$450 |
| 3. Barrier-Free (ADA) Permit | \$200 |

A motion was made Stephen Todd and seconded by Jen Belesca to approve payment of \$1,100 for Fire Marshall fees, and to take the funds from the Designated Capital Reserve fund. The motion passed 3-0.

David Brunner also informed the School Committee that an asbestos assessment will need to be done before construction can start. Energy specialist Claire Betze said that she has worked with a Maine company called CES, Inc. for years and they are a reputable company to consider for the asbestos assessment. When the assessment is completed, we will know the extent of hazardous materials and their impact on the proposed project work, at which time the SC can discuss the next steps and options for abatement, if required. A contract agreement from CES to do that assessment was reviewed by the School Committee. The fees were outlined and discussed. After reviewing the contract, as motion was made by Jen Belesca and seconded by Stephen Todd to approve the Superintendent to sign the agreement for the asbestos assessment, and to pay for that contract from the Designated Capital Reserve fund. The motion passed 3-0.

David Brunner next reviewed two building design issues that needed consideration. He showed some storage areas that he changed in the multipurpose room based upon School Committee suggestions at a past meeting. He also reviewed some possible hallway cubbies that might be considered for student storage. David then shared a list of potential bid alternatives that could raise the price of the project approximately \$90,000. Those discussed included the following:

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| • New Floor Finishes | \$15,000 |
| • Classroom Casework | \$25,000 |
| • Corridor Cubbies | \$5,000 |
| • Exterior Grease Trap | \$12,000 |
| • New Oil Tank | \$5,000 |
| • New Emergency Generator | \$20,000 |
| • Fiber Cement Siding | \$8,000 |

The School Committee agreed to look at this list again at their next meeting and prioritize these items for importance. At the time of bid, final decisions would need to be made to accept or reject each alternate.

2018/19 Budget: Jeff Putnam reviewed the draft budget that was discussed at the last School Committee meeting, and he noted the draft budget is up approximately $\frac{3}{4}$ % or about \$9,300. Jeff was concerned with what the bottom line would be next year if a bond payment was included. Marjorie Stratton said that the bond payment amount should not appear on the School Department's side of the budget, as it was a town debt. After discussion, it was agreed to review the budget again at the next School Committee meeting. A final budget will need to be voted upon and shared with the Board of Selectmen at the regular March 20th School Committee meeting.

Second Reading of Policies: Jen Belesca motioned and Stephen Todd seconded to approved policy JFC Dropout Prevention Student Withdrawal from School as a second reading. The motion was approved 3-0.

New Business

None

Other Business

Warrant #16 was reviewed and approval was authorized for the warrant.

Adjournment

Stephen Todd motioned and Jen Belesca seconded to adjourn the School Committee meeting at 7:50 pm. The motion passed 3-0.