

Beekmantown Central School District
Operations Committee Meeting
District Office
November 1, 2011

MINUTES

The meeting was called to order by Scott Amo at 4:06 p.m.

Members Present: Scott Amo
 Mary Blaine
 Leonard King
 Richard LaVigne
 Dan Noonan

Absent: Steve Trombley

Invited Guests: Iris Willis, Garrett Hamlin,
 Rick Mandl , Tetra Tech

Phase I Project Status:

Representatives from Tetra Tech stated that the final closeout for the Phase I project could be completed by November 30, 2011 and that the only hold up on the completion of the project was due to the fact that the Testing and Balance (TAB) Reports submitted by the Mechanical Contractor (K & L Plumbing & Heating) were incomplete and did not satisfied the requirements as outlined in the project design bid specifications.

Rick Mandl,(Tetra Tech Senior Mechanical Engineer) further related that there was enough content in the TAB Reports to meet the requirement of NYSED to closeout the project and that it was his obligation to the District to ensure that the project was completed as designed which would require additional TAB. Rick Mandl provided a detailed explanation of the importance of having the TAB work completed on the Secondary Heating Pumps in order to maximize the intended efficiency as per the design.

Rick Mandl sated that he felt that the deficiencies noted in the TAB reports were not entirely the fault of the mechanical contractor, but that of the TAB subcontractor, acknowledging that it is still ultimately the responsibility of the prime contractor to make it right, and that if the prime contractor is unable to meet design specifications, then the District should be credited an agreeable amount for the uncompleted work. Rick Mandl stated that he would be meeting with the Mechanical Contractor on site the following day to have discussion in regards to the uncompleted work, and implied that he anticipated an amiable outcome; as the Mechanical Contractor has expressed interest in bring closure to the project in order to receive his final payments.

Underground Fuel Line Replacement Project:

Tetra Tech Representatives explained that the underground fuel line project was physically completed, and that they were only awaiting the submission of required documents from the contractor (Brockway Mechanical) to be completed. Tetra Tech stated that a closeout date could be by the end of the month, but noted that until Brockway provides the required documents, it would be pending. It was also related that Brockway Mechanical has not been issued final payment.

Domestic Hot Water Project (DWH):

Tetra Tech representatives stated that the “paperwork” for the DWH project would be submitted to NYSED by November 2, 2011, and that the closeout could be as soon as the end of the month, pending the completion of the project by the Contractor (K & L Plumbing & Heating). Rick Mandl explained the DWH design purpose in detail and there was discussion on the potential energy saving associated with the design. Rick also explained what the yearly maintenance would evolve (decaling) and discussed the life expectancy of the DWH system as installed vs. like in kind replacement. Rick Mandl related that he would have a better idea of the current progress status following his scheduled review of the project the following day, but indicated that the contractor had completed the majority of the work. It was reminded to all that payment apps #1 & #2 had not been paid yet by the District pending review and approval.

Phase II Scope Review and Project Status:

Main Building:

The Operations Committee was presented the Phase II drawing by Tetra Tech representatives for review. During the review of the plans, there was discussion regarding the location and the impact of the installation of the emergency egress exit door for the MS Girls Locker Room. It was stated that the installation of the egress for would require some plumbing modifications/relocation of a mixing valve that it located on the exterior wall of the proposed location for the exit and that it would also require moving one shower stall to the right. There was inquiry from one of the committee members to Tetra Tech whether there was going to be an alarm installed on the exit in order to deter using the exit as an entry, to which it was replied that one could be added.

Tetra Tech identified the proposed location for the additionally required fire/smoke door to be installed during the phase II project to be between the High School Office and the High School Nurse’s hallway.

Tetra Tech explained that the original estimated cost for the roof replacement on the AP Room had been lowered from \$79,750 to \$45,000 based upon the accurate measurements that had been taken during their field study. They also stated that the windows in the AP room were now scheduled to be reused; therefore the associated cost for the planned

window replacement could go toward the replacement of the exterior exit doors in the AP room, the doors to be provided by the district.

Rick Mandl also spoke to the proposed installation of Cabinet Unit Ventilators (CUV) to be installed in three classrooms (#114, 116 & 164) and the installation of associated power Roof Exhaust (PRE). The installation will require the replacement of the case work in each room in order to accomplish the placement of the CUV. A Committee member questioned how this will affect the temperature of the rooms. Rick Mandl explained the proposed design for the ventilation of the mentioned rooms would be within that of the established codes. Rick Mandl also mentioned that the existing PRE above rooms #114 & 116 were not functioning as intended because the variable speed drives had never been installed, he stated that assumed that they were cut from that project. Rick Mandl further stated that because the variable speed controls had been removed from the associated project when they were installed, that the PRE's through out the building operate at a higher than required CFM resulting in a negative pressure environment in the building.

CHES:

Tetra Tech stated that the original scope of work had called for ventilation to be installed in the CHES kitchen area as a code issue, but further investigation provided information that the existing window in the office would meet the requirements for ventilation. The scope of work was swapped from providing kitchen office ventilation to providing A/C in the upstairs server room at a net gain of \$15000.

The replacement of the Main Electrical Distribution panel was then taken off as an alternate and made prime to enhance the possibly of bidding.

Tetra Tech Concluded that in order to go any further with the Phase II project design the District would need to procure an Environmental Survey in order for the proposed construction locations to be tested for ACBM etc. Once the testing is completed, the results will determine the amount of Environment Design needed to complete the proposed work. The District will also be required to procure an Environmental Designer as well to complete that work.

It was stated by Tetra tech representatives that the Environmental survey/design would fall under professional services by the guide lines of SED. Mary Blaine furthered the conversation by explaining that the District's BOE procurement policy requires multiple quotes for such services. Tetra Tech agreed that they could provide the documents for the survey and assist in identifying the prospective Environmental Survey/Designers.

Environmental Testing and Design. District needs to procure an environmental survey and an environmental design schedule.

The punch list is completed.

Tetra Tec recommends that the new boiler be de-scaled yearly and included in the routine maintenance schedule for the boiler.

Capital Project Phase II Final Scope (See attachment – changes in red)”

The plan currently allocates \$400,000 for district technology upgrades. A distinction was made between the status of our current infrastructure needs (servers, desk tops, switches, etc.) from potential expansions of applications (i.e. district-wide wireless capabilities). The \$400,000 would likely apply to upgrade infrastructure needs first. However, shortfalls resulting from other necessary needs in this Phase II will come from this amount.

Swap In Scope – The swap in work should be a “wash” leaving \$15,000 in the Mechanical subtotal. This correction is noted on the attached scope of work list. Replace Main Distribution Panel (No longer an alternate).

Replace Electrical Panels. This is now the only alternate.

Original Board Placement Request:

A request has been made to put this plaque in the Middle School breezeway by the entrance to the courtyard.

The plaque used to hang by the High School Office, but was taken down. The Board of Education needs to decide to either mount it back in the High School Lobby or in the Middle School breezeway.

Auditorium Lighting Status:

The lighting has been fixed temporarily by hooking to the auditorium chillers. This will need to be fixed permanently. Tetra Tec has assured the district that funding for the permanent solution can come from the EXCEL source.

No discussion on the West Chazy Fuel Tank Status.

West Chazy Winterization Methods and Options:

The building can be winterized but leave water going to the Dodge Library.

There is a need to have a Board of Education discussion on payment for services with the Trustees of the Dodge Library. Also need to discuss the extent of winterization and total cost.

Board of Education needs to determine final disposition of West Chazy School.

EXCEL Phase II Asbestos Testing:

All buildings should be tested. Costs are available from the buildings and grounds office. There is a charge for each ceiling tile tested. A sample is taken.

Mount Beekmantown Inquiry from Mr. Tom Peryea:

Recommend that Mr. Peryea be allowed to remove material. Contract should be written by the school attorney, Joe Lavorando, stating that **ALL** material be withdrawn to ground level at no cost to the district.

Plow Truck to be stationed at CHES (Blue Ford):

Dan Noonan informed the Committee of his plan to have the blue Ford be stationed at Cumberland Head Elementary School for use by existing personnel for the plowing season. In doing so, it was assured that the Bus Garage would receive district plowing service by the department first on a routine basis.

Other Items Discussed:

Mary Blaine discussed a limit of a \$100,000 a year Capital Project that could be used to upgrade computers. This would need voter approval.

Variable speed fans are not strong enough. There is more pressure within the school than without causing heat to leave the building.

Building use requests are very time consuming and the Business Office has lost an employee. The Board of Education can either set a fixed daily charge for use or not allow use of the buildings. This topic will be included in the "Other Items for Discussion" section of the next Board meeting.

Meeting adjourned at 6:55 p.m.

Respectfully Submitted: Sue LaVigne and Scott A. Amo