

Operations Committee Meeting

**December 17, 2014
Superintendent's Office
4:30 P.M.**

Minutes:

Committee Members Present: Dan Mannix, Superintendent of Schools
Leonard King, Board Member
Mike Hagadorn, Board Member
Dan Noonan, Director of Facilities

Absent: Joseph Coakley, Board Member

Visitors Present: Garrett Hamlin, Tetra Tech Architects & Engineers
Thomas Farlow, Tetra Tech Civil Engineer
Eric Bell, District Treasure/Varsity Baseball Coach

Superintendent Mannix called the meeting to order at 4:30 p.m.

Topics of Discussion were as follows:

- Condition/Usage of District/Town Athletic Fields:
Mr. Bell initiated conversation as he described the conditions of the Athletic Fields to the members of the Operations Committee. Mr. Bell explained what particular sports were played on what particular fields as he outlined the need for enhanced maintenance and improvements of the play surfaces in order to provide a safer/better playing field. Mr. Bell informed the Committee that there had been a number of players injured over the past seasons on the fields and that he had recently been asked by members of the Booster Club about what may be done in order to minimize injuries to the players. There was overall acknowledgement by the Committee that the field conditions were concerning.
- Energy Performance Contract (EPC) Proposals:
Mr. Hamlin informed the Operations Committee that the District had received two EPC proposals following the District's recently posted Request for Proposals (RFP) for an EPC. Mr. Hamlin further stated that one of the EPC proposals was provided by Siemens Building Technologies and that the other EPC proposal was received from Johnson Controls. Garrett expressed that there was good initial response/interest from several Energy Service Companies (ESCOs) and that the two ESCOs that had issued a response to the RFP were very qualified.

Superintendent Mannix questioned what kind of impact Natural Gas (NG) may have on the EPC Proposals and Garrett responded that the ESCO's were advised to not include the NG possibility in their proposal for the Main Building.

Mr. Hamlin concluded the conversation regarding the EPC RFP by explaining to the Operations Committee that Tetra Tech (TT) would be completing an in-depth review of the two EPC proposals prior to making any recommendations to the District regarding an EPC and or Capital Project and that the District may expect a recommendation sometime in January 2015.

- Building Condition Survey/Facilities Evaluation Status:

Mr. Hamlin updated the Operations Committee briefly on the status of the Building Condition Survey (BCS) and the Facilities Evaluation. Mr. Hamlin related to the Committee that BCS and the Facilities Evaluation were well in progress and that TT had completed some preliminary site improvement sketches of the parking lots for the District's review, along with an estimated cost breakdown of the proposed site work. Mr. Hamlin also indicated that more BCS/Facilities Evaluation information would be made available for the District's review in the first part of the New Year.

Thomas Farlow, TT Civil Engineer continued the briefing on the proposed site enhancements by providing the sketches to the Committee members of proposed improvements to be made to the parking lots at both the Main Building and Cumberland Head Elementary School. It was explained that the parking lots were very dangerous as they currently existed for both the students and other pedestrians, particularly at the times of student arrival and dismissal.

Following the review of the sketches provided, there was general conversation among the Committee members as to how the traffic would flow and as to what else may be done to further enhance the proposal. Mr. King suggested exploring the option of adding a parking lot entry point off from Rt. 22. Mr. Farlow and Mr. Hamlin concurred that the option should be explored.

Superintendent Mannix mentioned that the installation of additional signage at CHES had made a positive impact on improving parking lot safety there and that there still was a need for more improvement in parking lot safety.

Mr. Farlow also spoke to the necessity of increasing parking lot signage as a means of improving the safety of the traffic flow.

The Operations Committee also reviewed the provided four page Site Improvement document that outlined the estimated cost of other proposed site improvements at both the Main Building and CHES and there followed dialogue regarding how to finance such work. Upon completion of the discussion on the proposed site improvements; it was generally agreement among those present that a further detailed cost analyzes be completed by TT prior to any additional conversation regarding proposed site work.

Meeting adjourned at approximately 5:55 p.m.

Respectfully Submitted By:

Dan Noonan, Director of Facilities