

Whitman-Hanson Regional School Committee
Facilities and Capital Improvements Subcommittee Meeting
Held on December 17, 2014
Whitman-Hanson Regional High School Library

Meeting Convened: 6:14 p.m.

Meeting Adjourned: 8:19 p.m.

School Committee Members: Robert Hayes, Robert O'Brien, Fred Small, Dan Cullity, Don Ford, Kevin Lynam

District Administrators Present: Dr. Ruth C. Gilbert-Whitner, Superintendent
Ernest Sandland, Facilities Manager

Hanson Board of Selectmen
Representatives Present: James McGahan (Town of Hanson)

Absent: Scott Lambiase (Town of Whitman)

Fred Small, School Committee Member and Facilities and Capital Improvements Subcommittee Chairperson, brought the meeting to order at 6:14 p.m. and announced the meeting was being recorded.

APPROVAL OF MEETING MINUTES

Minutes of November 19, 2014 Facilities and Capitals Improvements Subcommittee Meeting

VOTE: Mr. Lynam motioned; Mr. Cullity seconded; voted to approve the meeting minutes of Facilities and Capital Improvement Subcommittee meeting held on November 19, 2014, as presented. The motion carried 6-0-1. Mr. O'Brien abstained.

INDIAN HEAD AND MAQUAN SCHOOL REPAIRS

Election Results

Dr. Whitner reported the Town of Hanson ballot question vote to fund the Indian Head roof repair held on December 13, 2014 passed.

Subcommittee Report

Mr. Hayes reported the Committee met and reviewed the Requests for Qualifications (RFQ) to be submitted to the Central Register for the Indian Head School roof repair. The next meeting will be held on January 8, 2015 to formalize the document and prepare for legal counsel review. It was the consensus of the Committee to submit the RFQ on January 12, 2015 with an anticipated publication date of January 22, 2015. Dr. Whitner added that the RFQ will include the lintels repair and the roof replacement projects on the same RFQ.

Indian Head Hot Water Heater

Mr. Sandland reported two quotes to replace the hot water heater at the Indian Head School have been received. Copies of quotes from Laing Plumbing, Getchell Plumbing and Bridgewater Winnelson were distributed. Mr. Sandland confirmed that Rinnai hot water heaters have a limited warranty; 5 year on parts, 10 year on the tank and the life expectancy is about 15-20 years. Mr. Sandland added the vendor offers a maintenance training program free of charge. Mr. McGahan asked to confirm that the total estimate to replace the hot water heater is \$16,749 for the parts and equipment and the labor charge is \$8,200.

Heating systems

Mr. Sandland reported on issues with heating systems throughout the buildings in the district. Recently, boiler systems at several schools have been audited. The high school boilers are ten years old and two will require the controllers to be replaced. One boiler at Whitman Middle School is not in use because a valve needs to be replaced at a cost of \$4,500 (the part alone is \$2,000). An outside contractor has been brought in to inspect the boilers in place of the HVAC employee who is on leave. The contractor is a former employee and is familiar with all of the buildings and systems. He has cleaned boilers and performs weekly maintenance on the Maquan boiler each weekend to keep it running correctly.

Work Orders and Work Flow Report

Mr. Sandland described the process for reporting issues at the building levels. He is working with software that ties invoices to the vendor to the actual work orders. Currently, a program to tie in the labor costs is being researched. Mr. McGahan inquired about specific window leaks at the Maquan School in Classroom 115. He referred to a report he received from Mr. Sandland on work orders and matching invoices. He noted that several work orders for the same window leak at the Maquan School, over the past several years, have been submitted and then closed stating the job was complete. However, Mr. McGahan noted that the same vendor was called each time to repair the leaks in the window but that the window would continue to leak after the repairs were made and questioned why the work order would have been closed if the window still leaked. Mr. Sandland explained about roofs leak throughout the district and that in cases of severe heavy rainstorms and wind-driven rain, windows may still leak. The Maquan School windows more likely need to need to be replaced rather than re-caulked each time. The cost associated with replacing the windows in the rear of the Maquan School building would most likely be a capital improvement item.

Mr. McGahan also noted that he was unable to match the invoice directly to some of the work orders as they were not specific. Dr. Whitner added that the work order is more specific than the actual invoice and the vendor works off of the work order not the invoice.

Going back to the issue of the Maquan School window leaks, Mr. McGahan recommended Mr. Sandland retain a different vendor to fix the leaks. He noted the same vendor (College Town Glass) has been brought in repeatedly to repair the window and it continues to leak. He determined this from work orders since 2010 for leaks in Room 115. Mr. Sandland explained that the vendor evaluated the windows and re-caulked them. However, to find the cause of the leaks would be a capital expense. The leaks may be in the bricks or other area unknown unless the building is opened up and inspected thoroughly. Dr. Whitner added that the Massachusetts School Building Authority (MSBA) recommended being conservative when addressing facilities issues at Maquan School (rated 4 or last on the MSBA scale) because of the age of the school building. Dr. Whitner added that when things happen, they are temporarily addressed, but not necessarily fully resolved due to insufficient funding for item above and beyond budget. This is the reason the Maquan Building Project Committee was formed to determine what to do with the building. Mr. McGahan expressed this as unacceptable and that the townspeople voted they wanted to keep the schools and not build new, but that District staff should be working in a building that is secure. The discussion led to a history of window leaks at Maquan. Mr. O'Brien highly recommended this item (replace the windows at the Maquan School) be added to the Hanson Capital Improvement 5 year matrix and to the Hanson Capital Improvement Committee.

Mr. Sandland reported that a window replacement at Maquan School is already listed on the Hanson Capital Improvement matrix. He added that testing the caulking and glazing has been delayed because if it should test positive for Polychlorinated biphenyls (PCBs), the building may require a major abatement. If PCBs are detected, the windows would all need to be replaced. Mr. Sandland suggested the Facilities Subcommittee tour the Maquan School to see the current issues and that the building is well-maintained. Dr. Whitner added that the MSBA actually gave the District additional points (in funding reimbursement) for the building project because of how well-maintained the Maquan School building is given its age and issues.

Mr. McGahan again stated that the work orders are not specific and that the school location to the classroom should be listed on the work order. Mr. Sandland responded he plans to meet with staff at each building level site to insure the work order information is more specific when reporting a maintenance or custodial issue. Mr. Sandland has also brought this to the attention of the building principals. Mr. Small suggested investigating software programs for facilities management that would provide suitable reports and is user-friendly.

Mr. Sandland discussed test PCB's and the possibility of having to shut school down if results are positive. Dr. Whitner suggested determining if money should be invested in the Maquan School, if it is worth the funding and submitting a Statement of Interest (SOI) with the MSBA to replace the school. Until that is determined, the District is in limbo.

Mr. McGahan discussed the inconsistencies, patterns and competence of the work orders. There was discussion regarding roof leaks, causes and continual problems with the closed items on work orders. Mr. McGahan did not find it acceptable to have continuous leaks in windows and to fix the leaks rather than re-caulk each time after a heavy rainstorm. He insisted the leaks be properly fixed. Mr. Sandland advised the windows need to be replaced. Furthermore, that water leaks and damage may still exist in other locations in the building and roof. In fact, to properly address the window leaks at Maquan a process of elimination and in-depth examination of the brick, lintels, roof, etc. and the testing of the window caulking and glaze is necessary to determine the level of remediation. Mr. O'Brien and Mr. Hayes agreed these capital items should be brought to the School Committee and Town of Hanson to fund the repairs consistently. Mr. Sandland suggested a water test be performed on the window in room 115 at Maquan. Mr. McGahan requested the written rule on the remediation of PCB's. Mr. Sandland explained that the feasibility studies performed on the Maquan School indicated it is better suited being replaced with a new structure rather than being renovated. However, after additional discussion, it was determined that Mr. Sandland will obtain quotes to replace three windows at the Maquan School for classroom numbers 115,117 and 119. Mr. Small suggested the Building Commissioner for Whitman and Hanson, Bob Curran, be contacted as well. Dr. Whitner quoted from the EPA site on how to remove caulking and containment which stated that while PCBS are serious, they are not alarming.

Current Projects

Mr. Sandland reported on current projects and provided a Facilities project update.

- AHERA Three Year re-inspection per EPA January 2015- inspections begin on 12/22/2014
- Maquan Re-keying / Lock installation - begins on 12/23/2014

Dr. Whitner reported that initially the Board of Selectmen Town of Hanson requested a complete replacement of the door locks at Maquan for an estimated cost of over \$70,000. After consideration, this request was removed from the warrant for the October Town Meeting. Due to ongoing concerns about

locked doors at Maquan, Mr. Sandland received several quotes for lock repairs rather than replacements. In addition, Principal Donna Murphy located a missing master key for the building that opens a majority of the doors at Maquan. As a result, it became possible to key Maquan in a way that is consistent with other buildings in the District. The re-keying of the school over the holiday break should cost about \$4,000.

Mr. Hayes announced he went to the U.S. Environmental Protection Agency (EPA) website for information on Polychlorinated biphenyls (PCBs) in caulking and read aloud some information from the site. Mr. Hayes will contact EPA for specific information as follow up.

Mr. Sandland continued with his facilities update report.

- Indian Head School Replace Pneumatic Lines
- Filter replacement all schools over winter break - begins 12/22/14. Completed by 12/31/14.
- Installation Indian Head Hot Water Heater- begins 1/12/15
- WHRHS Outside Recreation Area working with Athletic Director to coordinate construction
- WHRHS Water Bubbler station installing new bottle filling station by gymnasium
- Install Conley Dish Machine - begins 12/23/14 to be completed 12/31/14
- WHRHS McEwan Performing Arts Center ERU1 constant repairs and upgrades. Contractor hired to change out frequency drive.
- Chairlift and Elevator inspections by the state, ongoing.
- Remove and Replace Indian Head Cafeteria Floor – begins summer 2015.
- Winter Preparation plans in place

FY2016 Budget for Capital Projects

Mr. Sandland reported the matrices for capital planning are being updated. It was suggested to amend the language for the Indian Head School to replace the septic system at both Indian Head and Maquan and that update has been made.

*The following statement was entered as part of the record of the December 17, 2014 meeting upon vote of the Committee on March 11, 2015 as follows: **VOTE: Mr. Lynam motioned; Mr. Ford seconded; voted to approve the minutes of the December 17, 2014 Facilities Subcommittee meeting and to include Mr. McGahan's proposed amendment as part of the record of the meeting. The motion carried unanimously.** For the Record: Mr. McGahan discussed the septic systems for the Hanson Schools (IH, Maquan, and HMS) with regard to the pumping invoices and their relation to the Capital Improvement Matrix – Capital Projects. Mr. McGahan indicated where the invoices were obtained, and that there were inconsistencies with regard to the pumping of these systems to the statements made to the Hanson Priority Repair committee chaired by Selectman Bruce Young. Mr. McGahan indicated that the systems were reported as being emptied each year or every other year – and these are listed as failing (Justification column) on the Capital Matrix. Mr. O'Brien questioned as to what pumping records of the Hanson School septic's tanks Mr. McGahan was discussing. Mr. McGahan indicated that these septic invoices were received, along with work orders for Hanson schools through Dr. Whitner, from Mr. Sandland. Mr. Sandland needed to review the invoices and compare to prior statements. Mr. McGahan agreed and handed these invoice records back to him for follow up.*

Mr. McGahan suggested the septic be inspected by the town health agent as well. Mr. Sandland reported that the current vendor, Weston & Sampson Septic, inspects the septic at no cost and has a maintenance plan with the District. There were suggestions that getting a second opinion by the health agent would be prudent.

WMS Hot Water Heater

Mr. Sandland reported that, to date, he has not received the engineering report back yet for the hot water heater at the Whitman Middle School. This has now become a capital improvement item and has been moved up on the Whitman five-year matrix with a detailed explanation. The failure is recent and the Town of Whitman will be contacted via a request for a capital item and vote to fund the project at the May town meeting. Mr. Sandland discussed several types of water heaters and the associated costs, warranties and life expectancies. Mr. Sandland recommends Rinnai tankless hot water heaters as replacements. Mr. Sandland reported he applied for a \$2,000 utility rebate but has not received a response to date.

Communication with the Sub-Committee

Dr. Whitner added this to the agenda to discuss to what degree of communication the Subcommittee wishes to receive facilities' reports in detail. It is understood that major issues should be discussed and the Committee should be comfortable understanding what is going on in the building. However, some smaller maintenance projects are routine and although the Maquan and Indian Head Schools are a hot topic, the Committee needs to determine how much they want reported. For example, if the heating is down at a particular building for one or two hours and does not impact students or staff, is it necessary to report to the Committee? This type of constant reporting consumes time on other maintenance items. Mr. Small is researching a better reporting mechanism in which committee members have access to so that they are not disturbing staff for minimal issues. Dr. Whitner suggested that cases where there is no impact to the students or staff are not necessary and that reporting small issues gives an appearance of micro-managing. Mr. Lynam agreed if the students are impacted it should be reported and would like more emphasis on issues at the Maquan School.

Mr. Small determined that a tour of all the schools by the Facilities Subcommittee should take place. The value of visiting schools is so that the Committee can be educated on the facilities issues in buildings in both towns firsthand. Mr. Lynam added that this would be great for general purposes and feels the Committee does not need to see all of the flaws as they are not experts and cannot ascertain.

It was the consensus of the Facilities Subcommittee to tour the Hanson Schools on a day when school is not in session. The Facilities Subcommittee will meet at the Maquan School on Saturday, January 10, 2015 at 10:00 a.m. to begin a tour of the Hanson school buildings.

Mr. Small announced he would like the Subcommittee to consider discussion to build a regional middle school. Mr. Hayes added that Whitman Middle School is aging and a regional middle school may help solve the issue of moving grade level locations in Hanson, should a building be closed. The Subcommittee briefly discussed scenarios, project costs under MSBA and possible locations. There is land for sale next to the regional high school. Dr. Whitner added that having the middle and high school in close proximity is educationally a good idea, but cautioned that there are issues with the land abutting the high school property. Much of the area is wetlands and the Conservation Commission must approve all projects before they commence. Mr. McGahan he reportedly read that MSBA may offer a lifetime maintenance Plan with school buildings. He will research that again. Mr. Hayes suggested placing "Initial discussion of a regional middle school" as an agenda item on the School Committee agenda in February.

Dr. Whitner reported she has not been advised by MSBA when the next invitation for a SOI is but will notify the School committee and Towns once she is contacted by MSBA.

Next Meeting: January 14, 2015 @ 6:00 PM

The next Facilities and Capital Improvements Subcommittee meeting will be held on January 14, 2015 at 6:00 p.m.

VOTE: Mr. O'Brien motioned; Mr. Small voted to adjourn the meeting at 8:19 p.m. The motion carried unanimously 7-0-0.

List of documents and handouts:

- *December 17, 2014 Meeting Agenda*
- *November 19, 2014 Meeting Minutes*
- *Facilities update on Projects dated December 17, 2014*
- *Work order update dated December 17, 2014*

Minutes respectfully submitted Michelle Kelley
