

Whitman-Hanson Regional School Committee  
**Facilities and Capital Projects Subcommittee Meeting**  
**Held on October 8, 2014**  
**Whitman-Hanson Regional High School Library**

Meeting Convened: 5:32 p.m.

Meeting Adjourned: 6:50 p.m.

School Committee Members:

Present: Fred Small, Robert O'Brien, Dan Cullity, Don Ford,  
Kevin Lynam arrived at 5:45 p.m, Robert Hayes (arrived at  
6:36 p.m.)

Hanson Board of Selectmen

Representatives Present: James McGahan (Town of Hanson)

Administrators Present:

Dr. Ruth C. Gilbert-Whitner, Superintendent  
Ernest Sandland, Facilities Manager  
Ellen Stockdale, Assistant Superintendent of Teaching & Learning

Subcommittee members absent: Scott Lambiase (Town of Whitman)

---

Mr. Fred Small, School Committee Member and Facilities and Capital Projects Subcommittee Chairperson, brought the meeting to order at 5:32 p.m. and noted that the meeting was being recorded for use at a later date.

**APPROVAL OF MEETING MINUTES**

*Minutes of September 10, 2014 Facilities and Capitals Projects Subcommittee Meeting*

**VOTE: Mr. Cullity motioned; Mr. Ford seconded; voted to approve the meeting minutes of Facilities and capital Projects Subcommittee meeting held on September 10, 2014, as presented. The motion carried 5-0-1. Mr. O'Brien abstained.**

*Facilities Report and Project Update - handout*

Mr. Sandland provided an overview on completed projects around the District and referred to a handout. Completed projects include the freezer installation and kitchen storage wall at the Conley School, boilers that have been serviced and inspected, and that all paper towel dispensers are now standardized throughout the District.

Mr. Sandland discussed the status of current projects around the District. Mr. Sandland reported that a walk through was recently performed to evaluate and identify areas of improvement on Asbestos Hazard Emergency Response Act (AHERA) evaluation by a risk control service. He is currently working with Christine Suckow to develop a RFP for AHERA Asbestos Regulations by January 2015. Mr. Sandland is working with the Athletic Director to coordinate construction for the outside recreation area at the high school. A silk sack will be installed around the perimeter and was approved by the Conservation Committee and protects wetlands. Around the district, all hand sanitizers are being changed to Purell (brand name recognition) with follow up of S.J. Services staff

sanitizing all door handles and door push plates for preventive work. Mr. Sandland reported he received a quote of \$8,000 for painting needs at the Maquan School. The chairlift and elevator inspections by the state are ongoing. Dishwasher machine installations are in progress; however, at Conley School, there is a delay due to the replacement of the machine with a water booster. The Facilities Department is also preparing for the winter months in terms of inclement weather, power outages, etc.

Mr. O'Brien inquired about the boiler at Maquan. Mr. Sandland responded it is in pretty good shape. However, the concern at Maquan is the arrival of the compressor and to determine if the heat works better and with less failure.

#### Maintenance Connection Work Orders

- There are 255 assigned work orders to be completed. The Maintenance Department has completed 1097 over the last 6 months, 3/1/2014 thru 9/30/2014.

Mr. Small asked about room report for S.J. Services to complete monthly for inspection purposes. They are identifying issues through email rather than using the form. The maintenance staff follows up in their designated buildings. The principal tours the building with supervisor, evaluates the cleaning and meets with the principal to identify and resolve issues. The communication is improving. Dr. Whitner reported that some of the issues were identified during the summer and that the District was not pleased with the work of S.J. Services. David Shea and his associates met with administrative team to clarify the expectations and to remedy problems. Mr. Sandland reported fines were applied to S.J. Services for identified issues during the summer months. Employee turnover and supervision issues regarding S.J. Services employees were discussed. Negligent cleaning areas in the high school, specifically the stairways, were also addressed. It was noted that detail cleaning during the summer is challenging due to the volume of summer programs running throughout all of the schools in the District during those months.

#### *Capital Requests to Whitman and Hanson*

Mr. Sandland provided handouts which included a copy of the letter to the Capital Improvement Committee dated 9/22/14 to the Town of Whitman Capital Improvement Committee. Mr. Sandland reported he has met with town officials to discuss the Whitman Middle School roof issues. \$4,500 was spent to correct the seams on the roof but there remains an issue due to moisture trapped in the roof. An engineering study has not been done to date. Mr. Sandland anticipates meeting with Town Administrator, Frank Lynam, and Bob Curran, the Building Inspector, soon. Mr. Small mentioned that he anticipates Whitman will apply to MSBA with an SOI for the project. The handout included five year capital planning grid and a memo from the Board of Selectmen notifying the district the articles passed at Town meeting. The subcommittee discussed the threshold for projects to bring the building up to code and state regulations. Mr. Sandland will pursue grant opportunities and state incentives for some of the work to be done but does not feel the amount will exceed the threshold.

Mr. Sandland provided handouts which included a copy of the letter to the Capital Improvement Committee dated 9/23/13 to John Norton, Town of Hanson Capital Improvement Committee. Mr. Sandland advised the subcommittee the five year capital projects matrix for the Town of Hanson

capital improvement 5 year plan will be updated based on the results of the October 6. Mr. Sandland identified issues with the hot water heater at Indian Head School and replacement cost estimated at \$19,000. There was only a one year warranty and five year parts and labor warranty. The unit at Indian Head is ten years old, and energy consumption will be reduced. Mr. Sandland reported that hot water heaters have been replaced in Whitman Schools at Duval and Conley Elementary. At Maquan Elementary, the classroom electrical at Maquan is still an issue with breakers tripping during hot weather due to use of fans and A/C units for cooling the classrooms.

The District capital plan was distributed identifying maintenance to be done, the recommended year and estimated cost. There was some discussion on the care and maintenance of the high school turf fields.

Dr. Whitner reported on the results of the Hanson Town Meeting warrant articles.

- Article 31 Voted Approved: Reimbursement of immediate repair items estimate \$95,500 for the repairs over the summer 2014 for the Hanson Schools.
- Article 32 Voted Approved: To transfer from available funds \$35,000 to repair or replace section of the Indian Head School cafeteria floor and office carpets.
- Article 33 taken out of order to move to Article 34 first and ultimately passed over.
- Article 34 Voted Approved: To provide funding not to exceed \$850,000 to replace the existing slate roof at the Indian Head School (whereas \$170,000 from free cash and \$680,000 be appropriated contingent upon an affirmative vote of the Town as a capital exclusion for the fiscal year 2016.
- Article 35 Voted Approved: To provide funding (transfer from free cash) not to exceed \$200,00 to replace the lintels also unanimous or close Article 36 - capital

Dr. Whitner reported that by agreement, the roof and lintels construction projects will be processed through an inter-municipal agreement between the Town of Hanson and School District. A draft document is being assembled at this time for review. There was a brief discussion whether to bid the engineering study utilizing the \$170,000 of free cash. The Gale Roof Study was discussed. It was not an official engineering study, but an evaluation study. The report itself states on page 8 under Preliminary Cost Estimates that the cost estimates in the report are preliminary as the actual construction schedule, scope of work, and construction details have not been fully defined. It was also noted in the report that “Gale does not recommend utilizing these estimates for sensitive budgeting.”

The Subcommittee discussed the timeline and preparations to be put in place should the ballot vote pass. They discussed whether to go forward with a qualified engineering study now using the \$170,000 in free cash or to wait until the ballot question voted in December to bid out the project and begin the process if the ballot question vote is approved.

The Subcommittee discussed the Gale report in general. There were questions regarding how the study was funded. Mr. McGahan referred to a full report and a design study that was performed under the direction of Hanson Board of Selectman, Bruce Young. However, the Facilities and Capital Projects Subcommittee had only received a portion of the report. Dr. Whitner noted that in order to get an estimate of the roofing and lintel repair costs for the October Town Meeting, the District sent a memo and RFP to interested proposers in September requesting written proposals for the roof replacement/repairs and the lintel repairs. In response, representatives from Habeeb Associates and Baker Wohl Architects visited Indian Head School on September 15 and 16, respectively. CSS Architects in Wakefield provided a written proposal. The Subcommittee requested a copy of the full report of the Gale Roof Study. The Subcommittee discussed the importance of working together with the Town of Hanson and remaining transparent throughout the process. The goal is to get the repairs started by June of 2015. Mr. McGahan will obtain more information and provide a copy of the evaluation.

Dr. Whitner discussed the role of the School Committee and Hanson Priority Repair Committee and having those responsibilities to be outlined in the inter-municipal agreement. There was a discussion on compliance code and at what amount a building must be brought up to code compliance. Director of Business Services, Christine Suckow, reported that she did some research and learned that 30% of the assessed value of the property over a three-year period is the threshold to bring a building into compliance. There was speculation that a project with a cost exceeding \$1.7 million would trigger the compliance regulations at Indian Head School and \$1.9 million at Maquan School. Mr. McGahan referred to an email he had received in June stating the threshold was 33% of the assessed value for major alterations only. Dr. Whitner will contact resources to validate the threshold information.

The Subcommittee discussed the responsibility of tracking project costs when a threshold is met for the building to become compliant with updated codes. Mr. Sandland suggested that the town's building inspector typically tracks this. It was suggested that all parties are responsible and perhaps the state auditor oversees public project. Dr. Whitner agreed that the building inspector is responsible and will confirm with legal counsel for the District. Mr. Hayes read an email pertaining to building permit information that states the scope of the work and cost on the permit is how it is tracked through the building inspector.

Some aspects of the inter-municipal agreement were discussed. The Subcommittee debated whether to move forward now with an RFP to obtain an engineering study in preparation should the ballot question pass. Mr. Sandland suggested a separate study be processed for the roof and another for the lintel repair. Mr. Sandland also added that the upcoming winter months would not inhibit facilitation of a study for either project.

It was suggested to send the meeting minutes to the Capital Improvement Committees in the towns or post the Facilities/Capital Project Subcommittee meeting minutes to the District website along with both the Whitman and Hanson 5-year capital projects planning matrix and keep them updated on line.

The next Subcommittee meeting will be held on October 27, 2014 in the high school library at 5:30 PM.

**VOTE: Mr. motioned; Mr. voted to adjourn the meeting at 6:50 p.m. The motion carried unanimously 8-0-0.**

*List of documents and handouts:*

- Agenda for 10/08/2014
- Meeting minutes of 09/10/2014
- Facilities Projects update
- Work order update
- Capital Improvement Submission to Town of Whitman dated September 22, 2014
- Capital Improvement Submission to Town of Hanson dated September 22, 2014
- Gale Design study – pages 4-8 only

Minutes respectfully submitted Michelle Kelley

---