

Masconomet Regional District School Committee  
District Capital Improvement task force  
Minutes for Tuesday, December 12, 2017

Members present: Hagan Rivers (Boxford, chair)  
Kosta Prentakis (Middleton)  
Doug Batchelder (Director of Operations and Facilities)  
Susan Givens (Assistant Superintendent of Operations)

Members absent: John Spencer (Topsfield)  
Dorothy Flaherty (Principal, Middle School)

Others present: none

**Call to Order:** H. Rivers called the meeting to order at 4:35pm in the Middle School principal's conference room at Masconomet.

**Review Past Meeting Minutes**

The task force reviewed the minutes from the November 11, 2017 and December 5, 2017 minutes. A motion was made by Kosta Prentakis.

Motion: To approve the November 11, 2017 and December 5, 2017 DCI task force minutes.

Vote: Motion passed unanimously.

**Meeting Schedule**

Next meetings. Members will hold these times in their schedules, and we'll determine if the meeting is necessary. Meeting notices will be posted on the Masconomet web site for the public.

- Jan 9 at 4:30pm
- Jan 16 at 4:30pm
- Jan 30 at 4:30pm
- Feb 13 at 4:30pm
- Mar 6 at 4:30pm
- Mar 13 at 4:30pm
- Apr 3 at 4:30pm

Upcoming meeting topics will include:

Warrant article finalization, School Building Authority overview, discussion of central office work recommended by Habeeb (central office was built in 1971 for a much smaller school district with fewer administrative staff), additional items to be included in the bond work, advisory council's recommendations or alterations to the building to be included in the bond work (likely later in 2018).

**Proposed warrant article items for spring, 2018:**

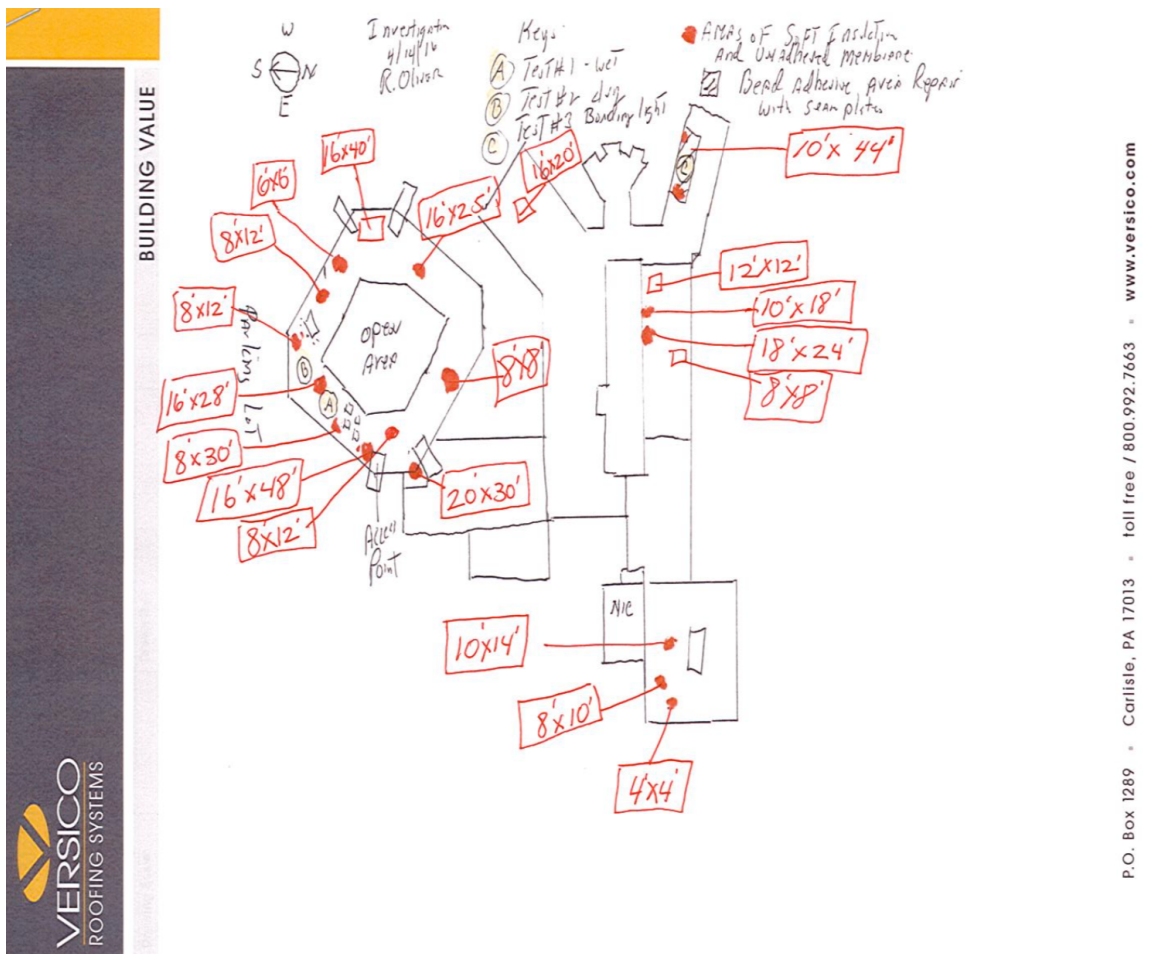
**Updates to estimates:** S. Givens provided us with updated information for the warrant articles, along with an updated spreadsheet reflecting the priorities we agreed to in the previous meeting.

Interim Capital Projects (December 5, 2017 - LT Recommendation)	Cost	Comments
AED replacement and New AED devices to meet new state requirements	\$ 31,000	Replace 5 and add 5 with maintenance contracts
Electrical-advanced diagnostics (\$35K), alterations (\$35K), & generator tie-ins@CO & IT (\$30K)	\$ 100,000	Ongoing electrical diagnostic and critical power/lighting back-up
Roof repairs	\$ 140,000	Manufacturer recommended repairs to failing sections of the roof
Woodshop safety upgrades	\$ 35,500	Non-skid flooring, dust inhalation, minor utility upgrades
Air conditioning replacements in HS and MS data closets	\$ 40,000	MS does not work and HS is 12 years old and is tiring
Security camera additions and upgrade from analog	\$ 38,000	Replace 4 end-of-life analog cameras & add 7 cameras in targeted areas for security purposes
Increase gas piping size to prevent tripping & firing issues	\$ 97,875	Low flow causing intermittent firing problems w/ HVAC units (G.1.1., G.4.1 & 1.10.1 in Habeeb report)
Skid steer replacement	\$ 55,000	Constantly in disrepair and used year round for maintenance
Audio upgrades for Auditorium	\$ 10,000	Auditorium speakers - replace 2 and add one in the center
Door re-keying to align to best practices for security*	\$ 30,000	Replace all locksets and re-key using best practices, last rekeyed 16 years ago
Health Center renovation	\$ 450,000	Consolidate & enhance program to be attend to the needs of the current student population
Mobile bleachers to replace existing that are not code compliant	\$ 13,500	Replace 8 portable bleachers
Tennis court repairs	\$ 35,000	Repair cracks in courts
Gym bleachers and floor repainting	\$ 100,000	Replacing the old wooden bleachers in the gym, strip and repaint the gym floor
Football bleachers	\$ 25,000	Handicap bleacher seating, pathway access and lighting on visitors side of Roberts field
Air Conditioning 3rd floor of High School	\$ 500,000	The third floor of the high school reaches temperatures of over 100 degrees in warm weather
All Gender Bathroom Remodeling	\$ 150,000	Convert several janitorial closets at HS to all gender bathrooms (equal access compliance issue)
Monitor replacements	\$ 24,000	Upgrade monitors and AV switches to address compatibility issues w/ devices & projectors
Removal of abandoned pre-action systems at elevator shafts at MS and HS	\$ 20,250	Abandoned sprinkler system in elevator shafts (H.5.1 & H.6.1 in Habeeb report)
Plow truck with aluminum dump body, plow, and sander	\$ 55,000	Replace aging equipment
Carpet replacement for HS and MS libraries	\$ 25,000	Carpet reaching end of life and is starting to break down
Venetian blind replacement (avg \$400 each x 75)	\$ 30,000	Blinds are also beginning to fall into disrepair with increasing frequency
Evacuation mapping through School (Boxford FD)	\$ 10,000	Update evacuation maps in every room on campus
Auditorium stage extensions for orchestra	\$ 25,000	Removable stage extension that would enable the entire orchestra to be on stage
Stairway evacuation device HS & MS	\$ 20,000	Alternative way to evacuate impaired students

- Skid Steer is \$47,000, but the price rises to \$55,000 when we include the additional safety features.
- Air conditioning for the data closets: \$92,000 for replacing 3 units. One is 15 years old, one is broken, and one is not working well. This includes a Liebert cooling system, which is necessary for managing temperatures for IT equipment. We noted that if we had someone on staff with HVAC experience, we would be better able to obtain bids for exactly what we need.
- Electrical work: \$35,000 for diagnostics, \$35,000 for the 3C electrical work, and \$30,000 for the generator tie in for the central office.
- Tennis courts: could do crack repair work, but ultimately need to replace the courts – likely as part of the bond work. D. Batchelder shared that the courts are built on wet ground and settling causes cracks. New products are available for tennis court surfaces that is guaranteed not to crack.
- Furniture: The task force had asked Susan to total the known need for furniture and she reported that the total furniture request would be \$130K over 4 years: \$44,000, \$43,000, \$25,000 and \$19,000 but we acknowledge that by year 3 or 4 more items may be added to the list. The task force agreed that these should be part of budget, and H. Rivers will contact William Hodges (chair of the budget subcommittee) to inform him.

The task force also discussed Masconomet's plow trucks. The district bought three plow trucks during the last bond period, and two are left: one is a 2011 truck and one is 2006. Both sit outside (no garage), are aging, and will need replacing soon. S. Givens said that we have generally tried to outsource some of this kind of work, rather than keeping it in house and that very soon we will have to decide whether we want to keep snow removal as part of Masconomet's work or outsource it to another vendor.

S. Givens also provided the task force with a diagram showing the areas where roof work needed to happen:



We agreed to present the warrant article to the school committee at an upcoming meeting for discussion.

**Adjournment:** A motion was made by K. Prentakis

Motion: to Adjourn

Vote: Motion passed at 5:42pm