

Masconomet Regional District School Committee  
District Capital Improvement subcommittee  
Minutes for Tuesday, December 5, 2017

Members present: Hagan Rivers (Boxford, chair)  
John Spencer (Topsfield)  
Kosta Prentakis (Middleton)  
Susan Givens (Assistant Superintendent of Operations)  
Dorothy Flaherty (Principal, Middle School)

Members absent: Doug Batchelder (Director of Operations and Facilities)  
Others present: Paula Fitzsimmons (Boxford), K. Lyons (Superintendent)

**Call to Order:** H. Rivers called the meeting to order at 4:34pm in the Middle School principal's conference room at Masconomet.

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

**Past warrant articles:** S. Givens presented a report on the spring, 2017 warrant article spending. Some work has been completed (solar powered traffic lights, security system update – except for a server upgrade). Some items will be done during the summer of 2018 (VoIP phone system replacement, interior signage installation). The funding for testing/monitoring the electrical feed lines will be used to track down the electrical “gremlins” plaguing the building so that we can get an accurate estimate for repairs. The fire suppression system upgrade will need to wait until the bond is issued and major construction begins, as it will include completely new wiring.

Safety & Security Capital Projects (Warrant Article)

12/4/17

Name	Budget	Expenditures	Encumbr.	Exp & Encum	Balance	Comments
VOIP Phone & Paging System	\$ 500,000	\$ 99,102	\$ -	\$ 99,102	\$ 400,898	Switches installed, committee to develop RFP will commence in January, installation in summer 2018
Fire Suppression System Upgrade	33,500	1,332	-	1,332	32,168	Project stalled, wiring will need to be completely replaced to support this technology improvement
Test/Monitor Electrical Feed Lines	40,500	-	-	-	40,500	Director of Operations is currently preparing a scope of work for the RFP
Interior Signage Installation	30,000	-	-	-	30,000	Project must be implemented with Telephone system
Solared Power Traffic Light	17,000	12,480	-	12,480	4,520	Completed in July 2017
Security System Upgrade	35,000	26,252	7,031	33,283	1,717	Completed summer 2017 except a software upgrade that requires a new server.
<b>Totals</b>	<b>\$ 656,000</b>	<b>\$ 139,166</b>	<b>\$ 7,031</b>	<b>\$ 146,197</b>	<b>\$ 509,803</b>	

**Potential warrant articles:**

S. Givens presented the list of potential items for a warrant article in the spring of 2018. The list had been reviewed by D. Batchelder and the school administration and given a green light, yellow light, red light ranking. The task force discussed these items.

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, alterations, and generator tie-ins (CO & IT)	\$ 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
Replace Cafeteria Tables	\$ 45,000	Replace 30 cafeteria tables that are worn and no longer mobile
Audio upgrades for Auditorium	\$ 10,000	Auditorium speakers - replace 2 and add one in the center
Health Center renovation	\$ 450,000	Consolidate & enhance program to be attend to the needs of the current student population
Increase gas piping sixe to prevent tripping & firing issues	\$ 97,875	Low flow causing intermittent firing problems w/ HVAC units (G.1.1, G.4.1 & 110.1 in Habeeb report
Skid steer replacement	\$ 55,000	Constantly in disrepair and used year round for maintenance
Mobile bleachers to replace existing that are not code compliant	\$ 13,500	Replace 8 portable bleachers
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)
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
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
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)
Tennis court repairs	\$ 35,000	Repair cracks in courts
Plow truck with aluminum dump body, plow, and sander	\$ 55,000	Replace aging equipment
Furniture (Replacement office chairs, classroom seating, stools, desks, cafeteria tables etc.)	\$ 100,000	End of life - furniture is aging
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
<b>TOTAL</b>	<b>\$2,174,125</b>	

- New AEDs (defibrillators) considered essential for safety.
- Electrical problems continue to plague the building. The line item included both diagnosis and an estimate for repair. We discussed using funds from previous warrant article and funds from the Stabilization fund to diagnose the problems. Once a diagnosis is found, a more concrete estimate for repairs should be considered for a warrant article. Solving the electrical problems is essential for protecting equipment from surges and power issues.
- The roof repairs are for sections of the roof that are leaking and areas that are so fragile that they cannot be walked on. As the School Building Authority (SBA) will not accept a proposal to fund roof repairs for another 3 years, we must maintain the roof and all that it protects until we are able to apply for those funds.
- Woodshop upgrade and security cameras were considered essential for safety.
- The air conditioning units are Liebert systems, high end systems specially designed to protect fragile IT equipment. Our current equipment is not in air conditioned spaces, and extreme heat places the district's investment at risk. The task force asked for more details on the bid for this project.
- The task force discussed breaking the replacement of furniture into smaller chunks and including some of the replacement in the budget. S. Givens will provide a proposed breakdown at our next meeting.
- The auditorium's audio system is nearly unusable.
- S. Givens will provide more information on the Habeeb items, including the gas piping and abandoned sprinkler system in the elevator shafts.
- We discussed moving toward the new student health center in stages, starting with staffing changes and targeted purchases for this year and laying the groundwork for the new construction in the future.
- We also discussed several items from the "yellow" section to be included: rekeying door locks (for safety), and athletic maintenance: mobile bleachers, gym bleachers, football bleachers, and tennis court repairs.

The task force discussed which items could be paid for from the Masconomet stabilization fund. H. Rivers pointed out that maintaining a good balance in that fund will be essential to obtaining a good bond rating for the district.

The task force discussed which items are essential, and the potential size of the warrant article. We also discussed the potential challenges of having two selectmen on the task force (K. Prentakis, selectmen in Middleton and J. Spencer, selectmen in Topsfield) and the importance of representing both the voters' and the students' needs in these discussions.

S. Givens will revise the list of warrant article items for discussion at the next meeting.

**For Next Meeting:** the task force will review the revised list of proposed warrant articles and schedule future meetings.

**Adjournment:** A motion was made by J. Spencer

Motion: to Adjourn

Vote: Motion passed at 5:58pm