

FACILITIES TASK FORCE III

MEETING MINUTES

Thursday, June 21, 2007

Prescott Elementary School – Library

6:30 p.m.

Present: Maryanne Squeglia, Nancy Bugbee, Gary Hoglund, Art Campbell, Dave Johnson, Elena Lazaris, Lisa Chau, Chris DeLuca, Steve Byrne, Karen Tuomi, Tim Sheehan

The FTF members present toured the Prescott building from 6:30 p.m. until 8:10 p.m., for the purpose of viewing what work had been done to it over the past year and a half and what renovations still needed to be done.

A summary of what was learned from the tour follows:

PRESCOTT

- * Three school buildings are actually owned by the respective towns in which they are located but *leased* by the School District:
 - Swallow Union Elementary and Union Building – owned by Town of Dunstable
 - Prescott Elementary – owned by Town of Groton

- * Repair work that has been done on Prescott:
 - reroofed; in the process of reroofing, however, the silver, circular fans on the roof were all removed, result: incapability for airflow/ventilation on top floor.
 - all new windows put in/entire building/done to Historical Commission specifications
 - Some new univents have been replaced
 - Several vents have been put in that draw air out of the building
 - Fan for ventilation/air circulation put in on top floor/done to Fire Code specifications
 - New venting put in boiler/furnace room in basement

It was noted that the Co2 readings that have been taken in Prescott over the last several months *have* gone down since these improvements have been done. However, there still exists pockets of inconsistency in Co2 readings in several areas of the building (high readings – mainly in rooms located in the basement). There exists two types of heaters in the building: baseboard radiators and univent heaters. The univent heaters are quite outdated and the majority of them are not functioning in allowing air-flow in and out of the rooms. There is single-zone heat in Prescott: whatever temperature is set on the *first floor* thermostat is what controls the heat for the *entire* building.

MAINTENANCE NEEDS @ PRESCOTT

- * Upcoming repair work possibly to be done at Prescott:
 - Replacement of two sets of stairs in back of building – safety issue at present (cost: \$38,000; there is currently \$62,000 in the Deferred Maintenance Acct., so if the stairs are replaced, this would take up 60% of that acct.)

 - * Two estimates exist: one from engineers, one from an architect re: a substantial list of recommendations for renovations/work to be done in that building to alleviate, mainly, the ventilation and air quality problems. Engineer estimate: around \$200,000; architect estimate: around \$350,000. Tim Sheehan to provide this list to the Task Force for the July meeting.
 - Included in the recommendation is \$12,000 for: a) a self-contained ventilation and supply exhaust system in the music room and art room; and b) modification of several windows (screens put in), in the back of the building to allow ventilation and in-and-out air flow in the cafeteria and gym
 - A ventilation and supply exhaust system for the gym
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Vice Chair Maryanne Squeglia called the meeting to order at 8:12 p.m.

- * Minutes were approved from last meeting, with some minor edits (2 members abstained from voting as they were not in attendance at the prior meeting).

- * There was discussion re: site of the next FTF meeting; a decision was made that the next meeting be held @ the High School – July 19.

- * Discussion re: the FTF list server – the list server is experiencing delays when people are sending and receiving messages when using the FTF's email address. Art Campbell stated that there was a size limit on the number of messages that it can hold. Art will go ahead and remove the size limitation so that messages can flow better.

- * A question was raised regarding the new School Committee liaison to the FTF since Karen Lofgren is no longer a School Committee member; Tim Sheehan stated that he would check into this.

- * Nancy Bugbee gave a brief summary of the presentation of the FTF's update/report which was presented to the School Committee at their meeting on June 20, 2007. It was received well by School Committee members; however, there was one SC member who raised the question of having the FTF 'take on' the enrollment projection study on its own. He questioned the FTF's 'expertise' in doing such a study, stating that he thought perhaps we should get someone from the outside to conduct the study. Ms. Bugbee stated that the FTF *had* considered that option,

but wanted to use caution in asking the SC/District for funding for it due to obvious budgetary constraints.

- * Discussion then ensued in reference to *whether* to ask the School Committee/Administration for money for the purpose of hiring someone to do enrollment projections for the Task Force. Dr. Genovese predicted that it would cost anywhere from \$7,000 to \$15,000 to obtain an outside firm to conduct a study on enrollment projections. One member strongly advised that we *do* hire someone to do it. He stated that there may be legitimate questions from the communities as to why we thought that *we* were *actually* qualified to do these projections. Some people may perceive the FTF as possibly being biased. He firmly believed that by hiring someone from the outside to complete this study, it would give our group more credibility.
- * It was decided that further discussion regarding Prescott and its needs and building capabilities should be continued at the next scheduled FTF meeting in July.

ACTION ITEMS

Tim Sheehan offered to identify, at a minimum, three firms that conduct enrollment projection studies (i.e. NESDEC); he would report back at the July meeting as to what information he obtained.

Tim Sheehan agreed to provide: 1) a breakdown of monies already spent, to date, on renovations/repairs done to Prescott for the next meeting, as well as, 2) to provide long list of recommendations (from engineer/architect) , bringing *all* information to the July meeting.

As earlier stated, a question was raised regarding the new School Committee liaison to the FTF since Karen Lofgren is no longer a School Committee member. Tim Sheehan offered to check into this.

Discussion regarding demographic/enrollment projection information was deferred to the July meeting. Gary Hogle and Dave Johnson offered to gather this information and share it at the July meeting.

Nancy Bugbee is to make sure a Flip Chart is available for the July meeting.

It was mentioned that the FTF should obtain a copy of a letter that was recently sent to the School District regarding 10 acres of land at the High School. A member of the FTF will get in touch with Dr. Genovese's office.

It was noted that someone should be looking into ADA compliance and its effect on what work/repairs have already been done to Prescott and/or future work that needs to be done.

The meeting was adjourned at 8:52 p.m.