

**LEBANON BOARD OF EDUCATION  
PHYSICAL PLANT/FACILITIES SUBCOMMITTEE  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
February 12, 2013 - SPECIAL MEETING – 6:30 PM**

**MINUTES**

**ATTENDANCE**

PRESENT: James Mello, Chair  
Melissa Hofmann  
Keith Wentworth

**ALSO PRESENT:** Superintendent of Schools Janet Tyler; Lyman High School Principal Stephen Salisbury; Lebanon Elementary School Principal Andrew Gonzalez, Facilities Director Kevin French, Darcy Battye.

**I. CALL TO ORDER**

James Mello, Chair called the meeting to order at 6:30 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT.

**II. REVIEW AND DISCUSSED**

1. Security Upgrades
  - Professional Locks: The lock-down process is in progress as of February 8<sup>th</sup> and locks will be installed.
  - Cameras and a new flat screen monitor to be installed March 20<sup>th</sup> and 21<sup>st</sup> in the schools.
  - DVR: New and revised 16 Channel device will replace what is currently being used.
  - Swipe Cards are the next to be explored.
2. 2012-2013 Capital
  - Board will spend money as identified during the request process.
  - \$50,851.00 spent with \$99,149.00 left. It will be spent by June 30<sup>th</sup>.
3. 2013-2014 Capital Identified
  - Funds were pushed over for normal wear and tear on fences. Committee is trying to be as accurate as possible.
  - Expenses are much higher due to vendor pricing changes.
  - Roof Longevity is a question.
  - Preventative Maintenance Contract was discussed.
  - Fire Marshall paid a courtesy visit after the recent storm to review buildings and roofs. All is fine.
  - Snow Removal: Discussion of the B&W contract was noted due to the unacceptable service Lebanon has received. It was decided that the documentation process needs to be started with the town's office of the 1<sup>st</sup> Selectman. This issue will be brought to the Board.
  - The Subcommittee noted that any capital items need to be looked at carefully due to vendor changes and budgets.

Kevin French was thanked for a great job regarding the maintenance and upkeep of the Lebanon School Facilities.

Meeting Adjourned at 6:55 PM

Submitted by,  
Lynn Mastrangelo  
Recording Secretary

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