

**LEBANON BOARD OF EDUCATION
PHYSICAL PLANT/FACILITIES SUBCOMMITTEE
SPECIAL MEETING
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
MARCH 22, 2011
7:00 P.M.**

MINUTES

ATTENDANCE

PRESENT: Keith Wentworth, Chairman Brenda Bennett
Sandra Tremblay

ALSO PRESENT: Superintendent of Schools Janet Tyler; Lebanon Elementary School Principal Sandye Simon; Lebanon Middle School Principal Robert Laskarzewski; Lyman High School Principal Stephen Salisbury; Lebanon Elementary and Lebanon Middle Schools Assistant Principal Bonnie Hanna, Donna Skaats, Lori Jahoda, Darcy Battye

I. CALL TO ORDER

Keith Wentworth called the meeting to order at 7:06 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT.

1. Discuss the oversight of projects and how they are tracked
J. Walsh indicated that the projects on the tracker are being completed and April vacation will be an excellent time to get a lot of the projects in the tracker completed.
2. Discuss the procedure for initiating projects or jobs
It was recommended that a 5-year plan be developed for projects and job. It is important to establish a "building assessment" of all three schools. This would involve creating a list of the mechanical equipment in each building with the age of the equipment. A priority list of repairs would be established in order to maintain equipment. Also, roof warranties need to be checked on and there is a roof inspection being done. Discussion over a subcommittee being developed to put the plan in motion may be helpful.
3. Discuss the need for a long term maintenance plan and what some of the needs may be
J. Walsh stated that the Administrators are entering projects that need to be done into the tracker or if a vendor sees something that they are making him aware of the issue. This was also discussed to establish the 5-year plan for getting jobs done and notification of people that would need to be involved with the resolution of the projects. This also would make subcommittees aware of costs that may be involved with the completion of the projects.
5. Discuss boiler maintenance contract
J. Walsh spoke with Dennis Interlandi from EMCOR and was given a price quote for maintenance contract for District boilers. This does not include cleaning or general maintenance. Currently, we are paying the range of \$3,000.00 up to \$15,000.00.
6. Update on installation of LMHS water heater phase #2
Installation will be completed on April vacation.
7. Update on electrical panel at Elementary School
Update is complete and hard copies of the electrical panel labeling will be placed in a central file. J. Walsh will be having a meeting with Building Inspector on Friday to review the project.

8. Clarification of wind turbine kilowatt hours

K. Wentworth gave handouts that explained the kilowatt usage and it is estimated that we will save \$5,000.00 a year. This was done off of a CL&P invoice and was an estimation. Superintendent Tyler requested that a more accurate estimate be provided via Cadmus.

9. Update on “back-up” plan for building principal notifications

American Alarm has finished their work and Principals will be notified if an alarm triggers.

Meeting adjourned at 7:29 PM

Respectfully Submitted,
Deborah L. Saucier
Recording Secretary