

**LEBANON BOARD OF EDUCATION
FINANCE/FACILITIES SUBCOMMITTEE MEETING
LYMAN MEMORIAL HIGH SCHOOL LIBRARY
SEPTEMBER 14, 2021 - 6:30 PM**

MINUTES

IN ATTENDANCE: Nicole McGillicuddy (Chair), John Konow, Mark DeCaprio, Matthew Smith, Sarah Haynes (BoE Chair)

ALSO PRESENT: Andrew Gonzalez (Superintendent)

REMOTE ATTENDEES: Kevin French (Supervisor of Facilities and Custodial Services)

- I. Call to Order**
Subcommittee Chair Nicole McGillicuddy called the meeting to order at 6:30 p.m.
- II. Discussion of Parking Lot Project (Line Striping and Crack Sealing) at LMHS**
Supervisor of Facilities Kevin French updated the board on the line striping and crack sealing project at the LMHS parking lot. In 2020, \$22,000 was set aside for parking lot repairs, based on a quote of \$24,000. Due to rising material costs, a new quote received in August 2021 was \$38,000. K. French stated that the cost of the entire project could be covered from capital. He had previously set aside \$15,000 to update the fire alarm motherboard at LES. It was replaced a year ago, and appears to need no further updates, freeing up those capital funds to be used on parking lot repairs. He also suggested that parking lot repairs be moved to the maintenance budget on an annual basis, a move supported by Superintendent Gonzalez.
- III. Review of HVAC Quotes**
K. French reported he received a quote of \$475,000 to upgrade the makeup air units of the first grade and “66” wings of LES. This includes \$180,000 for the first grade wing, and \$295,000 for the “66” wing, the latter of which also reflects a 30% material cost increase from 2018 to 2020. He noted that projected cost updates were performed in July of this year. He also estimated a 10% cost increase per 6 months of delay in starting the project. S. Haynes and N. McGillicuddy agreed to move forward and set up a meeting with the Board of Finance.
- IV. Update on LED Lighting Project**
Retrofitting of LED lighting is underway, as materials come in. K. French estimates that the project is about 95% complete across all three schools. No school is 100% complete. He estimates the project will be finished by the end of October, noting that it is entirely dependent on the rate materials are received.
- V. Update on Asbestos Removal Quote for LES and LMS**
A new quote of \$188,000 was received, reflecting contingency costs previously omitted. This figure encompasses only the removal (abatement) of asbestos at LES and LMS. The

cost of replacement remains as quoted at \$119,800, for a total project cost of \$307,800. K. French estimates a 10% cost increase per 12 months of delay for this project. He estimated the following timelines for each school.

- A. LES - possible completion in one summer
- B. LMS - possible completion in 6-12 months, to be done in portions; K. French believes one wing (LMS has two) per summer to be a reasonable goal (for a project timeline of 12 months/2 summers)

VI. Maintenance Tracker Report Clarifications

The subcommittee heard a report from representatives of EMCOR, providers of the Maintenance Tracker program. They offered clarification on the tracker codes used on service reports. In the “Service Complete” box, a “Y” denotes Yes, while “N” means No. If a report is marked Yes, the service is completed and the technician does not need to return. If the notation is No, it signifies that the job is incomplete and requires additional hours to finish. There may be several service reports for one task, especially if the prescribed hours for that task exceed what can be performed in a day. M. DeCaprio asked if it was possible to learn where in the process each unfinished task was. EMCOR’s representative stated the software is not able to reflect that currently, but K. French or A. Gonzalez are welcome to contact EMCOR dispatch for more specific details on each unfinished task.

VII. Status of the Schools

K. French stated a leak in the greenhouse at LMS has been repaired. N. McGillicuddy inquired about mold at Lyman. K. French reported that a dehumidifier has been purchased, and affected areas have been treated with a bleach solution. The thermostat in the weight room is working properly, and is now secured by a lockbox. Testing for mold will be performed at LMS and LMHS, and results will be available in the coming weeks.

VIII. Adjournment

N. McGillicuddy adjourned the meeting at 6:59 p.m.

Submitted,
Hannah Walcott (Board Clerk)