



MAYNARD SCHOOL SYSTEM
Facilities Advisory Committee

ACTION LIST UPDATE
Meeting # 31
Sunset Meeting
17 December 2008

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
✓	Mark Masterson	Superintendent Maynard	✓
	Pete DiCicco	Business Advisor Maynard	✓
	Laura Chesson	Principal, MHS	✓
✓	Jerry Culbert	Chair	✓
✓	Matt Briggs	Committee	✓
✓	Mark Howrey	Committee (SC)	✓
✓	Anthony Midey	Committee	✓
✓	Ken Neuhauser	Committee	✓
✓	Chris Johnson	Committee (FinCom)	✓
✓	Brian Smith	Committee (Public Relations)	✓
✓	John Curran	Town Administrator	✓

ITEM #	DATE	DESCRIPTION	ACTION BY	TARGET DATE	COMPLETE DATE
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		MSSFAC			
1	12/17/08	Mark M. and Mark H. to finalize draft of RFS for new Building Committee to review		12/22/08	

2	12/17/08	Mark M. to draft Spring 2009 update letter to NEASC	12/23/08	

December 17, 2008 (# 31)
Meeting began at 6:30 PM @ Coolidge Building

Present: Mark M., Matt B., Anthony M., Brian S., Ken N., Mark H., Chris J., John C., Jerry C.

- Safety- Pete D. is arranging to have the school buildings inspected for possible asbestos hazards as required under the Asbestos Hazard Emergency Response Act (AHERA) of the EPA.
- Building Projects Status:
- Green Meadow School
 - Mechanical Upgrade
 - Univents – Installation Complete. Still some casework to be done separately.
 - Building Intercom – Scheduled to be installed on Dec 29, 30, 31.
- High School
 - Backup Boiler relief valve replaced.
 - New air compressor installed. Insurance inspector notified.
- Grounds
 - Alumni Field Irrigation – System has been installed. Still need clarification of ongoing maintenance process.
- Committee reviewed most recent draft of OPM-RFS. Document is complete except for the following items to be updated:
 - Details on interview criteria
 - Fee structure language
 - Designating appropriate officials and points of contact
 - Adding key documents such as MSBA letter, etc. as appendices
- Committee agreed to address coordinating projected timeline dates for the town’s actions relative to the process flow chart published in the MSBA public annual report in initial meetings of the new town building committee. Issue can then be revisited with assistance of OPM who can refine projected time frames.
- Committee discussed how to meet with new members that will be part of the newly formed town building committee standing up on Jan. 7, 2009 in order to bring them up to date on past work and immediate tasks, particularly expediting the review of and official approval of RFS draft by new full committee of RFS so that a final version can be submitted to MSBA as soon as possible. New full committee will also determine rules of order for its operation in initial meetings.

Meeting adjourned 7:45 p.m.

December 3, 2008 (# 30)

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark M., Matt B., Anthony M., Brian S., Ken N., Mark H., Chris J.

- Safety- No safety issues presented at the meeting.
- Building Projects Status:
- Video Monitoring
 - Complete
- Green Meadow School
 - Mechanical Upgrade
 - Kitchen Hood Complete, connected to fire alarm panel and tested.
 - Roof Fans Complete
 - Univents – Installation Complete. Still some casework to be done separately.
 - Cafeteria Table replacement – Tables have been received. (Complete)
 - Building Intercom – Scheduled to be installed on Dec 29,30,31.
- Fowler School
 - Cafeteria Tile Replacement – Complete
 - Roof Top HVAC unit repair – New Heat Exchanger installed. (Complete)
 -
- High School
 - Circulating Pumps repair – Pumps installed and running. (Complete)
 - WAVM & Admin Office Air Conditioners – Installation Complete
 - Backup Boiler relief valve replaced.
 - New air compressor installed. Insurance inspector notified.
- Grounds
 - Alumni Field Irrigation – System has been installed. Still need clarification of ongoing maintenance process.
- Coolidge
 - Facility Assessment – Awarded to Tappe'. Final report being produced. (complete)
- Committee reviewed most recent draft of OPM-RFS. Document is complete except for the following items to be updated:
 - Details on interview criteria
 - Certain dates
 - Hardcopy requirements of final document
 - Designating appropriate official as procurement officer
 - Adding key documents such as MSBA letter, etc. as appendices

- Committee agreed to table adding in our projected timeline dates for the MSBA process to the process flow chart published in the MSBA public annual report. Issue will be revisited with assistance of OPM who can fill in projected time frames.
- FAC reviewed short-term improvements to MHS outlined in Spring 2008 NEASC update to ensure all items have been addressed. All complete except installing blinds in guidance conference area.

Meeting adjourned 7:40 p.m.

November 12, 2008 (# 29)

Meeting began at 6:30 PM @ Coolidge Building

Present: Jerry C., Matt B., Anthony M., Brian S., Ken N., Mark H.

- Safety- No safety issues presented at the meeting.
- Building Projects Status:
- Video Monitoring
 - Complete
- Green Meadow School
 - Mechanical Upgrade
 - Kitchen Hood Complete, connected to fire alarm panel and tested.
 - Roof Fans Complete
 - Univents – Installation Complete. Still some casework to be done separately.
 - Cafeteria Table replacement – Tables have been received. (Complete)
 - Building Intercom – Scheduled to be installed on Dec 29,30,31.
- Fowler School
 - Cafeteria Tile Replacement – Complete
 - Roof Top HVAC unit repair – New Heat Exchanger installed. (Complete)
 -
- High School
 - Circulating Pumps repair – Pumps installed and running. (Complete)
 - WAVM & Admin Office Air Conditioners – Installation Complete
 - Backup Boiler relief valve replaced. New air compressor ordered and delivered. Will be installed within the next week.
- Grounds
 - Alumni Field Irrigation – System has been installed. Still need clarification of ongoing maintenance process.
- Coolidge
 - Facility Assessment – Awarded to Tappe'. Final report being produced. (complete)

- Committee reviewed recently published 2006-2007 MSBA Report
 - Timeline produced by MSBA clearly illustrates all successive steps and whether it is the responsibility of the MSBA, MSBA/Town joint effort or Town only to complete a given step.
 - Need to add calendar dates to future steps to illustrate time frame for completing solution with MSBA involvement.
 - Website link to the report should be provided.
 - Acknowledge availability of report to public in articles in Beacon Villager and Globe West sections in context of upcoming capital exclusion vote to fund MSBA feasibility study.
- FAC can discuss issues related to the upcoming vote but will not taking voting action on activities related to the vote in order to comply with campaign finance regulations. All campaign finance regulations will be followed.
- BOS must appoint building committee as per by-laws and wants to add representatives to new town appointed Building Committee to ensure widest representation of various town constituencies while satisfying the membership requirements of an official MSBA Building Committee.
- A complete draft version of the RFS for the OPM is nearly finished pending addition of evaluation criteria and will be reviewed by the committee.

Meeting adjourned @ 7:35 PM

October 22, 2008 (# 28)

Meeting began at 6:40 PM @ Coolidge Building

Present: Mark M., Jerry C., John C., Matt B., Anthony M., Brian S., Pete D.

- Safety- There were no safety issues presented at the meeting.
- Facilities Update:
 - Video Monitoring completed.
 - GMS
 - Kitchen Hood upgrade complete.
 - Roof fans installed.
 - Univents – Installed, case work to be finished at later date.
 - Cafeteria tables replaced (9 of them)
 - Intercom – Scheduled to be installed on Dec. 29-31.
 - Fowler
 - Cafeteria tiles replaced.
 - Roof top HVAC repaired – new heat exchanger installed.
 - MHS
 - Circulating pumps repaired and running.
 - WAVM and Admin. Office A/C installed
 - Insurance inspection – need to replace relief valve on backup boiler and replace the air compressor. (portable unit).
 - Grounds
 - Irrigation for Alumni Field – project out to bid, opened on Aug. 25th. (Project on hold until Spring 2009)

- Coolidge
 - Draft of Tappe facility report received, paid for with CPC funds.
- Committee reviewed language for two motions approved by BOS for presentation as modification to OPM/feasibility study warrant at special town meeting
 - Motion 1 will approve use of \$50,000 from overlay surplus, sundry funds to cover cost of OPM now
 - Motion 2 will vote to allow future special election for capital exclusion for \$300,000 to cover feasibility study with election to occur in December time frame with funds available town FY10 if passed.
- BOS will present the warrant article and motions. FAC agreed that members will be present at the special town meeting to answer questions regarding the warrant issues. Mark H. as FAC and SC member will provide a brief overview and background information.
- RFS first draft reviewed by committee. Details on dates, background information including NEASC issues discussed for inclusion.

Meeting adjourned @ 8:30 PM

October 1, 2008 (# 27)

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Jerry C., Chris J., Matt B, Ken N.

- Safety- There were no safety issues presented at the meeting.
- Facilities Update:
 - Boilers will have their annual insurance inspection on 10/2/08
 - Fowler School rooftop HVAC unit heat exchanger has been installed and will be tested and operational very soon.
 - High School Circulating pump installation will be complete by 10/3/08
 - Coolidge Building will have the Facility assessment complete very soon and it's expected that a report will be issued by mid October.
- Review of the NEASC and Tappe list of projects that need to be completed and would have facility benefits along with impact the student population and meet some of the NEASC requirements.
 - Elevator access for Music Room
 - New Kitchen Appliances
 - Locker Room –New Unit Ventilators.
 - Install New Interior Doors
- We had a quick review of the SC Q&A document in preparation for the STM.
- Mark H presented a draft of the “Frequently Asked Questions” flyer that will be cleaned up and used in several forums over the next month in preparation for the STM. It was agreed that the facilities committee would answer the questions that were facilities specific.

September 11, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Anthony M., Jerry C., Chris J., Pete D. and Dr. Mark

- Safety:
 - No safety issues to address.
- Pete's facilities update:
 - Video Monitoring - Complete
 - Green Meadow School
 - Mechanical Upgrade
 - Kitchen Hood Complete, connected to fire alarm panel and tested.
 - Roof Fans Complete
 - Univents – Installation Complete. Need to wait until heating begins to balance units. Still some casework to be done separately.
 - Cafeteria Table replacement – Tables have been ordered and should be here in the next week or so
 - Building Intercom – Scheduled to be installed on Dec 29,30,31.
 - Fowler School
 - Cafeteria Tile Replacement – Complete
 - Roof Top HVAC unit repair – Project awarded to All Systems Mechanical. New heat exchanger has been ordered.
 - High School
 - Circulating Pumps repair – Pumps have been rebuilt. They are at the High School and will be installed this week or next.
 - WAVM & Admin Office Air Conditioners – Installation Complete
 - Grounds
 - Alumni Field Irrigation – Project going out to Bid. Bid opening held on August 25th. Unsure of project schedule.
 - Coolidge
 - Facility Assessment – Awarded to Tappe'. Initial walkthrough completed. Report being generated.
 - New insurance company for the town
 - Has training and risk management programs that the town can utilize to improve safety and training and to earn credits for reducing following years insurance premiums
 - Have conduct risk assessments of town facilities
 - No issues with start-up at any of the school buildings when school started.

- Review of warrant language for Fall Town Meeting to obtain OPM and feasibility study
 - Should add language to comments section to clarify all of the things that the \$350,000 would cover
- Discussion of RFS language for hiring an OPM
 - Jerry C. has obtained sample RFS for obtaining OPM for feasibility study from Town of Marblehead.
 - Use sample RFS as template to create one for Maynard
- Review of presentation to update SC on Sep. 18.
 - Add points to clarify how the MSBA determined the \$350,000 cost that we need to request and what services are covered
 - Need to be clear that we are funding a planning process that will determine what the solution we need and will keep MSBA involved to cover 55% of the project costs
- FAC will provide PTO sponsored update to town on Sep. 25 at MHS at 7 p.m.
 - Prepare a list of possible questions that people will ask and have clear, concise answers for them
 - Encourage audience to support the measure at town meeting
- Review of job description for town-wide Facility Manager
 - Need to clarify services Facility Manager will provide
 - Clarify benefits to town
 - Get input from towns with Facility Managers such as Wayland
- Discussion of next steps
 - Bring SC up to date on progress with MSBA on Sep. 18.
 - Update and inform FinCom at Sep. 22 meeting.
 - Prepare update for town via PTO forum on Sep. 25 at MHS.
 - Jerry C. and Pete D. meet with Patrick Saitta, OPM for police station project to get input on functions of OPM

August 27, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Matt B, Anthony M., Jerry C., Chris J., Ken N. and Dr. Mark

- Safety:
 - No safety issues to address
- Pete's facilities update:
 - Nothing to update at this time.
- Summary of meeting between MSBA, SC and Superintendent presented
 - MSBA granted permission to draft a warrant to obtain an OPM and architectural feasibility study.
 - Requests continuing discussion of regionalization to be conducted in parallel.
 - Separate enrollment study not needed, MSBA will assist during the process.
 - MSBA anticipates reimbursing for about 55% of construction cost.
 - MSBA wants to fund buildings that will serve around 600 students.
- Preparation of Warrant article for Fall Special Town Meeting in Oct.

- Discussion of whether to prepare single warrant to cover cost of both OPM and architectural feasibility study at once or to prepare 2 separate warrants
- Discussion of RFS language for hiring an OPM
 - Must include request that all possible options for building solutions be considered and analyzed.
 - Ken N. and Jerry H. will prepare draft for consideration at Sep. 11 meeting.
- FAC will provide PTO sponsored update to town on Sep. 25, location TBD
- Committee voted 6-0 on motion to invite Brian Smith to be added by the SC as a member of the FAC
- Discussion of next steps
 - Bring SC up to date on progress with MSBA.
 - Update and inform other town committees as to issues and progress regarding HS and MSBA.
 - Draft warrant language for special town meeting in October.
 - Begin draft of RFS needed to obtain OPM and/or architectural feasibility study upon warrant(s) approval.
 - Prepare update for town via PTO forum on Sep. 25.

August 13, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Matt B, Anthony M., Jerry C., Chris J., Ken N. and Dr. Mark

- Safety:
 - No safety issues to address
- Pete's facilities update:
 - Video monitoring essentially complete
 - GMS – kitchen hood and roof fans complete; Univents should be installed by next week; cafeteria tables ordered for delivery next week; intercom system funding received with work to be done during school year
 - Fowler – cafeteria tiles replaced;
 - MHS – circulating pumps being repaired; WAVM A/C units ordered.
- Preparation of statements/questions for MSBA meeting on Aug. 27th
 - Need to find out how MSBA intends to proceed
 - Discussion of approach to conducting feasibility study – Dr. Mark will prepare list of Maynard's current plan for working with MSBA and confer with MSBA liaison prior to confirm approach
 - Discussion of required information to present at meeting
- Preparation of Warrant articles for Fall Special Town Meeting in Oct.
 - Discussion of what language is required by MSBA and to comply with state laws to draft warrants for OPM, enrollment study
- Review of Timeline prepared by committee
 - Discussed refinements to timeline draft to best track steps and deadlines for accomplishing HS solution(s) with MSBA and town involvement
- Discussion of next steps after meeting with MSBA on the 27th
 - Set date for update presentation sponsored by PTO

- Draft warrants for getting an OPM, enrollment study
- Begin draft of RFS needed to obtain OPM

July 30, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Anthony M., Jerry C, Ken N., and Dr. Mark Masterson

- Safety: No safety concerns were raised for discussion.
- Pete's facilities update:
 - GM – Roof fans and kitchen hood fire suppression system updates complete; Univents for heating system en route. Nine new cafeteria tables have been ordered. Vendor selected to install new building intercom system.
 - Fowler - Project awarded to replace Cafeteria tile will be replaced over course of the next few weeks; Price obtained to repair roof top HVAC unit
 - HS – Circulating pumps sent out for rebuild and will be installed before heating season; AC units for WAVM ordered.
 - Pricing obtained and work progressing on Alumni Field irrigation system
- Dr. M gives latest version of letter to MSBA outlining Maynard's plan for completing requirements of feasibility stability within the MSBA guidelines to FAC for review to expedite submission and request August meeting with MSBA
- Draft of presentation for requested MSBA meeting to be prepared and reviewed with School Committee.
- Discussion of timeline for completing feasibility planning tasks required by MSBA for HS;
 - Need to communicate importance of meeting warrant deadlines for getting OPM funding in order to get future feasibility planning funding in time frame of Fall and Spring town meetings.
 - Imperative to show how long time lag between approving planning stage to obtaining plans to actual potential construction requires immediate action to move process forward, while ensuring that Town and all committees understand and support the needed steps.
 - Need spreadsheet to track future steps with town and MSBA w/ deadlines for meeting each benchmark necessary to ensure all deadlines are met so that process is not delayed by not following protocols
 - Critical steps identified:
 - Getting town approval of immediate steps through communicating plans and reviewing with FinCom, Selectmen, Town Administrator, PTO, SC;
 - Getting approval by warrant for funding an OPM at Fall Town Meeting;
 - Create proper RFS to get OPM once funding approved; Getting MSBA approval of OPM
- Discussion of how to implement MSBA formula to determine appropriate cost for OPM to be presented at Fall Town Meeting.

June 25, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Ken N., Matt B., Jerry C, and Dr. Mark

- Safety:
 - No safety issues to address.
- Pete's facilities update:
 - No new updates at this time.
- Telephone conference with Scott Conover, Rich Sitnik and Terry McDonald for advice on obtaining and working with OPM through out feasibility planning/architectural/design phases of building project
- Need to examine draft RFS that would be submitted
- Discuss possibility of getting warrants to hire OPM, do architectural feasibility study and do education enrollment study
- Next steps
 - Finalize letter to MSBA regarding feasibility planning approach and submit
 - Designate person to become MCPPO certified as required by MSBA
 - Begin educational program needs study with Principal Chesson.
 - Obtain cost and description for an enrollment study
 - Obtain cost and description of an architectural feasibility study
 - Obtain cost and description of hiring/using an OPM
- Superintendent must request warrant from SC for Fall Special Town Meeting
- MSBA must approve draft of RFS so create draft by Fall Town Meeting
 - Will expedite selection of OPM
 - Utilize eventual OPM to draft new RFS for architectural feasibility study
- Jerry C. to research draft RFS language
- Finalize letter to MSBA by July 31.

June 25, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Anthony M., Ken N., Matt B., Jerry C, and Dr. Mark

- Safety:
 - No safety issues to address.
- Pete's facilities update:
 - No new updates at this time.
- Committee votes 5-0 not to submit a statement of interest to MSBA at this time regarding projects at GMS
- Mark to revise update presentation to brief SC on FAC progress
- Committee will review draft of MSBA letter to expedite final version for submission

- Next steps
 - Finalize letter to MSBA regarding feasibility planning approach
 - Draft timeline of steps to accomplish feasibility planning to reach deadlines for town meetings, MSBA, state law.

June 11, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Anthony M., Ken N., Matt B., Jerry C, and Dr. Mark

- Safety:
 - No safety issues to address.
- Pete's facilities update:
 - No new updates at this time.
- Dr. M to fill out MSBA request form for review at June 25th FAC meeting
- Team agreed with two-page report from Tappe Associates
- Dr. M to meet with *Beacon Villager* to discuss MEC study final results
- *Beacon Villager* reporter will be invited to attend the June 25th FAC meeting
- Jerry C. to complete draft of job description for a part-time facilities manager
- Discussion of regionalization issues as pertinent to MSBA feasibility planning

May 28, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Anthony M., Ken N., Jerry C, and Pete D.

- Safety:
 - No safety issues to address.
- Pete's facilities update:
 - GMS – Univents work progressing; walkie-talkies to be obtained; intercom system to be replaced; replace several cafeteria tables
 - Video monitoring system to installed for all schools
 - Fowler – roof vent HVAC unit to be repaired; cafeteria tiles to be repaired
 - MHS – science lab upgrades progressing; shades/blinds to be added to WAVM space; recirculating pump to be repaired
 - Field irrigation system to be added to Alumni Field
 - Coolidge Building – assessment study of building to be conducted
 - Discuss possibility of part-time facilities coordinator with SC, share position with town facilities
- MSBA
 - Review of the draft of feasibility study outline to present to MSBA
- MEC
 - Review of MEC study progress was conducted

May 7, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Matt B, Anthony M., Jerry C, Pete D. and Dr. Mark

- Safety:
 - No safety issues to address
- Pete's facilities update:
 - GMS – Univents work contracted with Hall Mechanical to perform the work pending legal review; impact of work discussed with EXCEL and pre-school program
 - Consider possibility of having a part-time facility manager for whole year
- MSBA
 - Need to submit a copy of Tappe report including the asset requirements
- NEASC
 - Committee to review NEASC report
 - Mark H. edit final version of report
 - Committee to review spreadsheet of projects and costs at MHS from Tappe assessment
- Discussion of next steps
 - Draft a scope of feasibility study process
 - Outline Maynard's accomplishments to date
 - Current/past regionalization efforts
 - Estimates of renovate/build-new for MHS
 - Draft from Marlboro and mark up as our draft.

April 16, 2008

Meeting began at 6:30 PM @ Maynard HS

Present: Mark H., Matt B., Anthony M., Ken N., Jerry C., Pete D. and Dr. Mark

- Safety:
 - No safety issues to discuss.
- Discussion of preliminary MEC study results
- Brief discussion of NEASC report

April 2, 2008

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark H., Matt B, Anthony M., Jerry C, Pete D. and Dr. Mark

- Safety:
 - There is a sink hole behind the HS from the removal of the underground oil storage tank.
 - There are Chemistry lab chemicals stored in a closet. These need to be inventoried and either stored properly or disposed of properly. We must have MSDS sheets on site for all chemicals kept on site at each school.

- Pete's facilities update: Installation project for the GM unit ventilators will be out for bid (again) on April 3, 2008
- Mark M: MSBA update
 - HS is in the 1st phase from "regional to feasibility. Mark M should hear from MSBA soon to explain details.
 - Mark M will talk with other superintendents to see what they have heard.
 - Dr. M. shares latest PP from MSBA, provided to Supts. in preparation for rescheduled meeting w/Supts on August 19.

March 4, 2008

Meeting began at 7:00 PM @ Fowler School

Present: Mark H., Matt B, Anthony M., Ken N, Jerry C, Pete D. and Dr. Mark

- This was a Public Forum at the Fowler school library for all those interested in an update on High School facilities issues.
- Beacon Villager was also in attendance.

February 27, 2008

Meeting began at 6:30 @ Coolidge Building

Present: Mark H., Matt B, Anthony M., Ken N, Jerry C, Pete D. and Dr. Mark

- No safety issues outstanding.
- Pete discussed the fact that it is OK to move money that has already approved by Fin Com and Town meeting.
 - \$20,000 match MSBA study
 - \$12,000 Land survey
- Vote: 5-0 Remove the \$356K for GM controls from the Town meeting warrant.

February 6, 2008

Meeting began at 6:30 @ Coolidge Building

Present: Mark H., Matt B, Anthony M., Pete D. and Dr. Mark

- Most of the time was spent hearing and critiquing. Mark's PP presentation. He is ready for Saturday's finance meeting.
- Vote: 3-0 to request the superintendent to finalize the contract with MECC, emailing them to specifically consider: the "2 school" solution, trading students between the HS and the MS; as well as some comments on regionalization and tuitioning students.
- Vote: 3-0 to budget \$75,000 for science lab equipment.
- Vote: 3-0 to budget \$15,000 for video surveillance equipment for HS main entry.

January 2, 2008

Meeting began at 6:30 @ Coolidge Building

Present: Mark H., Ken N., Matt B, Anthony M., Jerry C., Ken H Pete D. and Dr. Mark

- No new safety issues were brought to the attention of the committee. Existing safety issues are targeted for completion by 2/1/08.
- Facilities operations update was presented by Pete D.
 - There are continuing heating system problems at the Coolidge building due to poor circulating water quality over the years causing plugged pipes and poor unit ventilator control.
 - Fowler school gym has been without heat for several days due to a roof top heating unit failure. This is most urgent since the 2nd roof top unit is and has been out of service due to a frozen coil.
- Mark H. gave an update on his work looking at the real estate tax impact for various scenarios of school funding. This will be used to relate the cost of specific HS options to the cost spread to each home owner.
- Dr. Mark Gave a quick update of the 8 HS options listed during our December 12th meeting and will proceed to scrub the list and edit details as necessary.
 - Mark will also investigate consulting services to study the following areas:
 - Student/Education process
 - Enrollment projections
 - Program expectations (space, re-arrange grades, etc.)
- In the future the facilities advisory committee will review all school facilities capital requests over \$xxxxxx and will review all facilities related warrant articles. This is not for approval but for continuity of the overall facilities capital plan.
- There is an MSBA meeting in Boston on January 31, 2008.
 - Dr. Mark will bring all previous correspondence to the 1/15/08 facilities meeting for committee update and review.
- The committee decided it would invite a representative from NEASC back to Maynard for a discussion with the School Committee and Facilities Committee. This meeting will be to discuss our progress and plan going forward.
- All facilities committee members will review the “house” model of the High School issues in order to gain additional clarity.
- Matt B. agreed to capture all new “action” items brought up at each meeting so they may be tracked properly.

- The regularly scheduled facilities committee meeting on February 20th will be re-scheduled to February 27th due to school vacation.

December 12, 2007

Meeting began at 6:30 @ Coolidge Building

Present: Mark H., Ken N., Matt B, Jerry C., Ken H and Mark M.

- The main focus of this meeting was to develop a better method of explaining the numerous outstanding issues at the HS and to get a better handle on what the “total” list of options were.
- It was decided early in the meeting that the development of an “easy to follow” method of understanding and presenting the HS facilities issues was the highest priority at that time so about 90 minutes was dedicated to this task.
- A list of the Town options was also developed but was tabled for this meeting and would be addressed at a future meeting. Mark H. listed all the HS issues on the board using a “stick figure house” as a way of relating the issues to the residents, since we can all relate to a house.
- Mark H. was to transcribe all the notes and forward to the full committee before the next meeting and Mark M. was to send out the master list of “direction options” before the next meeting.

Meeting adjourned at 8:30

November 28, 2007

Meeting began at 6:30 @ Coolidge Building

Present: Mark H., Ken N., Anthony M., Matt B, Jerry C. and Pete D

- This meeting was in two sections; first was committee discussions and second was a presentation and discussion with the Superintendent’s Council @ 7:15 PM.
- Safety discussion:
 - Long term plan required for the replacement of the HS Main electrical entrance panel
 - Repair open section in circuit breaker panel in the HS Gym.
 - Suggest locking the electrical breaker panel in the SPED room.
 - Replace outdated “eye wash bottles” in chemistry labs.
- Pete gave a brief update on the HS and GM boiler installations.
 - Both boilers are installed and operational at GM.
 - The one new boiler and modified burner on the existing boiler has been completed.
 - Awaiting the final tie-over of the new natural gas main.
 - The unit ventilator project at GM is held up and will be re-bid for installation in the summer of 2008. This was due to the time crunch and increased installation costs as a result of a compressed installation schedule during the winter vacations.

- Mark H gave a brief update of the school committee meeting held on November 15th.
 - Quick presentation that discussed the preliminary FAC recommendations for the HS and GM schools for FY 09 budget. This SC meeting was for multiple department budget presentations.
- Met with the Superintendent's Council to present an update on the Facilities situation and discuss how to move the process forward with the SC and residents.
 - Presented the abbreviated list of issues at the HS and GM schools along with the recommended approaches and associated costs.
 - Discussed how to present to the SC and then some thoughts on how to present to the Town.
 - It was agreed that the presentation to the SC on 12/6/07 was needed and very important to make sure the SC understood the overall long term problem with the short term (3 year) suggested resolutions.

The meeting adjourned at 8:30 PM with the goal of the FAC to put together a slide presentation for the SC meeting on 12/6/07.

December 6, 2007

School Committee meeting began at 7:00 Pm @ Coolidge Building with the FAC presentation starting @ 8:10 PM

Present: Mark H., Ken N., Anthony M., Matt B, Jerry C.

- This was an 18 slide presentation to the SC with the goal of delivering a strong message of open issues with NEASC, MSBA and technical facilities potential projects. A brief discussion was also held about the loss of MSBA funding during this 1st round.
- As the presentation progressed it was evident that the additional audience of Maynard residents was concerned about the approach the FAC was taking with regard to the 3 potential resolutions to the HS facilities problems. The interaction between the FAC, SC and residents was good, engaging and in the end very helpful to the FAC for future planning.
- Options of 1.a new school, 2. Repair, renovate and addition, 3. Repairs only were discussed with pros and cons being attached to each. In addition "regionalization" was added to the mix and discussed at length.
- The SC meeting was adjourned at 10:15

November 7, 2007

Meeting began at 6:35 @ Coolidge Building

Present: Mark H., Ken N., Anthony M., Matt B, Pete D & Mark M, Jerry C (via phone)

(These minutes are long and not in a standard format but more in an outline of actions to be taken for FY-09 budget planning and longer term for High School future facilities planning.)



October 18, 2007

Meeting began at 6:30 @ Coolidge Building

Present: Mark H., Ken N., Anthony M., Pete D & Mark M

- Mark M outlined a brief history of NEASC interactions w/MHS since 2002, through 'Warning' status, and including 'Probation', up to the NEASC's most recent request.
- Succinctly NEASC has requested that the MHS Principal respond by April 1 with a long and short term plan to address facilities issues. The challenge the District faces is that we have no way to know when/if MSBA will assist the District. Given no MSBA we face a real dilemma between progressively renovating an ailing facility at significant cumulative costs or doing nothing and losing our Accreditation.
- The discussion then focused on ways of approaching the problem. After Matt listed on the board a range of NEASC concerns, together w/a list of known facilities problems Mark H. offered to develop a spreadsheet of possible solutions, including a rating format using Ken's criteria: 'portability', cost and educational impact.

Considering that the pizza and cider had been significantly vanquished and that the Red Sox were playing, the meeting was adjourned w/a promise of homework coming soon from Mark H. Meeting was adjourned at 8:10 PM

October 3, 2007 and August 29, 2007

October 3, 2007

Meeting began at 6:30 @ Coolidge Building

Present: Anthony Midey, Jerry Culbert, Mark Howrey, Matt Briggs, Pete D. & Mark M.; absent Paul Howes, Ken Neuhauser

- Mark M gave a brief summary of the visit made by the MSBA "technical review" team which consisted of electrical, mechanical and civil engineers. A brief tour of the High School was made and then the team went on about their business. This was a one day event. This visit was on Tuesday September 11, 2007
- Mark M discussed the NEASC issues with the chair of the technical review team so that he better understood the issues facing the school as it relates to NEASC and Facilities and then followed up with a copy of the January NEASC letter to the chair.

- At present the SOI summary report ranks the needs of Maynard HS as a 2 and that is not bad thus a potential lower chance for funding. Mark M will send a letter to Joe Buckley of MSBA discussing the lower enrolment in the district and how it relates to the NEASC “probation”.
- Pete D discussed the progress of the boiler replacement project as follows:
 - HS boiler is just about finished and they will be able to fire the boiler within a week.
 - The contractor will start the installation of the retrofit burner on the back-up boiler also within a week.
 - The roadway through the HS and over to the GM school will have the gas line trench repaired on October 19th, weather permitting.
 - The GM school will have a “temporary” boiler located just outside the building and will be tied into the school heating system to provide heat if needed while the new boilers are still being installed.
 - The bid package for the installation of the unit ventilators will be issued by October 22nd. This work will be scheduled for installation during several school vacations during the school year.
 - The need for a “project manager” was discussed as it relates to getting the ongoing project completed accurately and on time. This cost could be in the range of 5% of each project over \$100,000 of 10% for individual projects under \$100,000.
- Held a discussion on the FY 09 capital budget recommendation for the GM school and it was agreed by all that the “automatic temperature controls” would be the next logical project to be funded. The budgeted amount will be \$356,928. This project will tie together the new boilers and the replacement unit ventilators thus offering better overall energy efficiency.
- The HS FY 09 capital budget was not as easy and will be the sole discussion at the next meeting on October 17th. We did discuss the replacement of the incoming electrical service as it is presently below the present and future requirements for the school and is a safety and code issue. The main service panel is located in the lower level of the boiler room and is a “confined space” along with being flooded several times in the past. If this service fails the school will be closed until a new utility service can be installed and code will NOT allow it to be installed in its present location thus the need to construct a new separate room.
- Two votes were taken at the meeting: (Pete D. and Mark M. abstained from the vote)
 - Recommend that the facilities committee put forth the FY09 capital budget line item for the installation of “automatic temperature controls” at the Green Meadow School. Vote (4 yes)(0 no)
 - Recommend to the school committee that a line item be inserted in the FY09 school district operating budget for a “facilities project manager” to handle all special projects and day to day facilities repair and maintenance activities. Vote (4 yes)(0 no)

August 29th (meeting #5)

Meeting began at 6:00 @ Coolidge Building

Present: Ken Neuhauser, Anthony Midey, Jerry Culbert (phone), Mark Howrey, Matt Briggs, Pete D. & Mark M.; absent Paul Howes,

This meeting was a one hour review of the plan developed by the school administration for the MSBA tour to be held on Thursday August 30th from 9:00 AM to 11:00 AM.

August 23, 2007

Meeting began at 6:30 with a tour of Maynard High School.

Present: Ken Neuhauser, Anthony Midey, Jerry Culbert, Mark Howrey, Matt Briggs, Pete D. & Mark M.; absent Paul Howes

- Completed walking tour and discussion of Maynard High School.
- Meeting at Coolidge started about 7:10 with an update by Pete DiCicco of the ongoing capital projects:
 - Asbestos has been removed from the inside of the GM boilers and the boilers are being broken up and removed from the building.
 - HS boiler has been removed and now awaiting the installation of a housekeeping pad for the new boiler.
 - Nstar has installed the new natural gas lines up to both schools and will soon be installing gas meters at each building.
 - The roof work for both schools has been awarded to “Gibson Roofing” and work will start soon.
 - Green Meadow unit ventilator work is being engineered now and an RFP will be ready for review in a few weeks. The plan is to complete the work (15 units in oldest section of building) during one of the school vacations this winter.
 - School opens on August 28th.
- The rest of the meeting was taken up with discussion and planning for the upcoming MSBA site visit on August 30th from 9:00 AM to 11:00 AM. Visiting will be an MSBA representative, architect and engineer and from the town will be Superintendent, Business Manager, HS Principal and Facilities Committee Chair.
 - Some thoughts were;
 - Building plan with highlighted notes showing the problems based on location.
 - Understand new building/renovated building energy consumption vs. existing building.
 - Discuss ongoing operational monies being spent to keep systems running.
 - Highlight some building code deficiencies.
- There will be a planning review meeting at 6:00 PM on Wednesday August 29th @ Coolidge building to make sure all important points for MSBA tour are covered.
- It was voted on by all in attendance that the committee meeting will be held on the 1st and 3rd Wednesdays each month until further notice. These meetings will continue to be from 6:30 PM to 8:30 PM at the Coolidge building unless a facility change is required.
- Meeting adjourned at 8:05 PM

July 30, 2007

Meeting began at 6:30 as a tour of Green Meadow School.

Present:, Ken Neuhauser, Anthony Midey, Jerry Culbert, Mark Howrey, Pete D. & Mark M.; absent and Paul Howes Matt Briggs.

- Two votes were taken during the meeting
 - Approved committee Mission statement as written.
 - Approved Mark M. to write and submit to MSBA a new High School Statement of Interest (SOI) based on the July 12th MSBA letter requesting each Town to submit the “most needy” school.
- Completed walking tour and discussion of Green Meadow School.
- Need to better understand how the school administration can get the funding to complete engineering in order to then solicit bids for systems installation work. Pete will ask the same engineering firm that did the boiler RFP to give a cost estimate for developing a new RFP for the unit ventilators, roof exhaust system and new kitchen hood.
- Pete reviewed the construction progress and schedule of the boiler installations, oil tank removal and natural gas line installation.
- Mark M highlighted the MSBA letter to all MA. School systems that submitted SOI's
 - Need to write a combined SOI
 - (History) There are 350 school districts looking for money and 1,500 projects so the competition is tuff.
- There was an extended open discussion regarding how much money gets spent on the HS until there is NO return on the investment and a new school is required, this will be continued next meeting.
- Mark Howrey will take some time over the next few weeks and poll residents on how they think the school system should be looked at understanding the present situation.

Meeting adjourned @ 8:05 PM

June 27, 2007

Meeting began at 6:30 PM

Present: Matt Briggs, Anthony Midey, Jerry Culbert, Mark Howrey Pete D. & Mark M.; absent Ken Neuhauser and Paul Howes.

- Approved minutes of June 13th meeting.
- Discussed the committee mission statement “direction”. Mark H and Jerry both submitted draft mission statements and after open discussion, a better understanding of the requirements and some small edits a final draft was agreed upon.

- Mark M. gave an update of the MSBA funding program and we are expecting additional information from MSBA during July with the hope of some action by our next meeting.
- Pete updated the committee on the status of the summer boiler and oil tank work to be done at the HS and GM schools. Contract has been awarded for installation of boilers, removal of asbestos, removal of underground oil tanks and Nstar is scheduling the installation of our new underground natural gas lines. This will be updated at each meeting.
- Pete offered a concern regarding the administrations ability to manage several facilities projects at one time without having a dedicated “facilities manager”, “project manager”, “project coordinator”, etc. This is a situation that will need to be discussed as it relates to new projects, repairs and ongoing facilities operations.
- Our next meeting will focus on the ongoing work at Green Meadow and the discussion of work to be scheduled for fiscal 2009.
- It was agreed that we would wait until we had a fully attended committee meeting before we settle on a permanent meeting schedule. Meeting on Thursday nights seemed to be a good option for those in attendance but it is still open for final discussion.

Meeting adjourned @ 7:55PM

End of Minutes.

June 13, 2007

Meeting began at 6:40PM

Present: Matt Briggs, Ken Neuhauser, Anthony Midey, Jerry Culbert, Pete D. & Mark M.; absent Mark Howrey and Paul Howes.

Facilities Committee reviews its charge:

- Develop a thorough understanding of previous facilities studies
- Draft the New England Association of Schools and Colleges (NEASC) Special Progress Report (due April 1, 2008)
- Develop High School and Green Meadow facility plans; committee adds Fowler.
- Assist the SC to educate the community and, specifically create mechanisms to 'hear' community concerns re facilities.
- Collaborate with Mass School Building Authority (MSBA) to determine the High School facilities solution.
- Meetings will initially be scheduled twice a month, beginning at 6:30PM (unless impossible for members); next meetings on Weds: 6/27; 7/11 & 7/25. (Subject to significant change upon NEASC entry.)
 - Jerry Culbert elected Chair, 4-0-2 (Pete & Mark abstain)
 - length of members terms agreed to be 2 –year
 - committee needs: PR/marketing person assistance;
 - Ken to make some calls
 - Mark H. will propose a “mission statement”
 - Chair will schedule meetings in respective buildings to provide “tour”.

- Previous to such meeting members will review FAC report (on line)
- Goal will be to critique Pete's/Jerry's short-term recommendations to develop committee consensus.

Mark provided overview of NEASC's process & expectations, assisted by Matt's experiences.

Meeting adjourned at 8:05PM

Best quote of the evening: "We're talking too much about cost (taxes) and not enough about (property) value.

Primary documents can be found at

<http://www.maynard.k12.ma.us/mps/supt/fac/default.aspx>