

**SPECIAL MEETING
REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Superintendent of Schools Office
45 Millard Harrison Drive, Readfield
July 10, 2017
Minutes of Meeting**

Members Present: Interim Chair Melissa O’Neal, Wendy Brotherlin, Jon Caron, Cathy Jacobs, Betty Morrell, Kaleb Pushard, Shawn Roderick, Lucas Rumler, David Twitchell, Adam Woodford, Alexander Wright

Members Absent: Interim Vice Chair Gary Carr (excused), Thomas Sneed

Administrators: Superintendent Donna Wolfrom, Principal Janet Delmar, Finance Manager Brigette Williams, Maintenance/Transportation Director Shaun Drinkwater, Technology Director Diane MacGregor

1. Call to order: Interim Chair O’Neal called the meeting to order at 6:30.

2. Award bid - heat recovery univentilators project at Manchester Elementary School

Superintendent Wolfrom provided a brief overview of the Manchester Elementary School (MES) air quality project. In the spring it was determined that we needed to install heat recovery univentilators to provide fresh air flow into some of the classrooms. The bid opening was held on June 29 and the Facilities Committee met on July 6 to review the proposals. The Facilities Committee recommends the Board accept the bid from Mechanical Services, Inc.

Maintenance Director Shaun Drinkwater reported that a member of the Facilities Committee asked about the cost to convert the univentilators to water, when the time comes to replace the boiler at MES. He was informed it would cost about \$500 per unit plus labor. The company did not want to estimate the labor at this time.

Discussion ensued about the pros and cons of the Mechanical Services bid and the Trane bid. Although the Mechanical Services bid came in at about \$1,300 more than the Trane bid, the district has had very good service from Mechanical Services on other projects; they are also a local company. The Board discussed the pros and cons of having programmable switches versus motion sensors. The Board felt the programmable switches would be better and there is no difference in the cost.

Mr. Drinkwater informed the Board about a conversation he had with Mr. Powers from Trane. During their discussion Mr. Powers provided additional information about the programmable switches, remarking that he felt the units would run more efficiently than units with motion sensors. There is no difference in the cost. It was Mr. Drinkwater’s personal opinion that having the past experience with Mechanical Services and that it is a local company that the bid should be awarded to Mechanical Services. He also felt that if the units need to be serviced the district would use up the \$1,300 quickly in service calls for a company in southern Maine versus Augusta.

Wendy Brotherlin asked if there would be Co2 meters in the rooms. Superintendent Wolfrom responded that the units to be installed include monitoring systems and they are designed to meet ASHRA standards. Ms. Brotherlin reported that she has researched the hand held monitoring systems and they cost about \$120 each. She also tried contacting the Manchester Fire Department and Town Office to see if they have Co2 meters should the school feel it necessary to check the Co2 level(s) at any time. She did not get a response. Lucas Rumler will follow up on this.

Adam Woodford asked about the stage area, noting this was a concern with the staff; they felt the air on the stage was a problem. The stage area has been remediated and the gymnasium, which

the stage is part of, already has a univentilator. Brigette Williams added that there are air diffusers in the stage area itself.

Shaun Drinkwater will check to see if the units store the data regarding the Co2 levels and if so, how we can access the data. We can also get the units inspected each year as we do with other mechanical units in the schools.

MOTION by Morrell, second by Caron to award the bid for the heat recovery univentilators project to Mechanical Services, Inc.

Further discussion ensued about the \$1,300 difference between the Mechanical Services bid and the Trane bid. The Board expressed their desire to have the programmable units versus the motion sensor units.

Motion Carried: unanimous

3. Award municipal lease/purchase agreement - elementary school computers

Technology Director Diane MacGregor explained that the elementary schools are currently using the old white MacBook's that were passed down to them from the HS and MS. They can no longer be upgraded and are very slow for the testing that is required by the students. The bid included 25 units per school for each of their computer labs. We will be supplementing the classrooms in grades 4 and 5 with some 4 year old I-pads. This is a 4-year lease for 100 machines.

The Superintendent is recommending the Board accept the bid from Androscoggin Bank as outlined in the packet.

MOTION by Morrell second by Woodford to accept the bid for the lease purchase agreement with Androscoggin Bank as outlined. **Motion Carried:** unanimous

4. Discussion (and possible vote) regarding Request For Qualifications (RFQ) for proposed bond projects

Superintendent Wolfrom reported that last year the board voted in support of moving forward with a bond for several major projects that need to be completed in the next few years. One of the ways to do this is to hire an architect to evaluate the school district's properties and buildings to help us determine what needs to be done. Finance Manager Brigette Williams has been in contact with Attorney Bill Stockmeyer and he provided her with additional information on ways to proceed. The information was shared with the Facilities Committee last week and was included as part of the board packet. There are certain projects that are energy saving projects that can be covered under "ESCO" contracts. In this case we would look at HVAC companies and the Board would select the best company that would meet our needs. The vendor you pick would also be the vendor who would do the work. If it's important to a district that you have a specific vendor this is the way to go. There are other projects in the district that are not energy saving projects that will need an architect. Either way the district has to hire an architect. At the time the Board voted to pursue a bond, they were adamant that we would pursue the bond process which requires voter approval.

Brigette Williams added that she does not feel we need to rush this. At this time staff is looking for direction from the Board as to how to proceed. The Superintendent requested a vote authorizing staff to put out the RFQ for the architect.

MOTION by Twitchell, second by Morrell to authorize the Superintendent to put out the RFQ for the architect.

Discussion ensued about some of the major projects that will be part of the bond as well as a discussion regarding possible Revolving Renovation Bonds that may become available while we are going through the steps of preparing the bond package for referendum.

Motion Carried: unanimous

Brigette Williams noted there will be a need for another special meeting in the next few weeks. The Facilities Committee discussed one of the projects that originally was anticipated to be part of the bond, which is the replacement of the diesel tank (see minutes of July 6, 2017 Facilities Committee). This spring the tank failed and it was found that the exterior wall is cracked. Quotes

were obtained and to repair the current tank will cost \$85,000 (if the crack is at the top of the tank). To replace the tank with a new in-ground tank it would cost approximately \$124,000; an above ground tank would be \$110,000. At this time it has been recommended that we replace the current tank with a new above-ground tank. The district has just advertised for bids to replace the tank.

We have also requested bids to remove to underground tanks; one at Readfield Elementary, and one at Mt. Vernon Elementary. These tanks have not been used for several years and are due to be removed. Once the bids are opened the Board will need to take action on acceptance of a bid for each of these projects.

Question was asked about where we are on teacher negotiations. Superintendent Wolfrom responded that there is a fact finding meeting set for July 18. After this date teachers and the board have 30 days to continue negotiating before the results of the fact finding becomes public. She explained that since this is a special meeting, no agenda items can be added without prior notification. Request was made to add an executive session to update board members on negotiations at the next meeting.

5. Adjournment: **MOTION** and second to adjourn at 7:30 p.m.

Respectfully submitted,
Donna H. Wolfrom, Superintendent/Secretary
D. Foster, Recorder