

FACILITIES COMMITTEE SPECIAL MEETING MINUTES

October 4, 2023

Superintendent's Office

Attendance: James Purdon, Michael Morrill, Chad Neal

Other: Steve Rioux, Nancy Cole

1. Review updates regarding current facility projects

Marc Coderre provided a project update to the committee. A copy of the report is attached.

2. Review requirements and next steps for the Putnam Elementary School Roof Project

Superintendent Rioux provided a draft timeline for the elementary school roof project. The state department personnel recommended the project be filed by December 1, 2023. The committee has been established by the Town.

3. Review the HVAC grant application and discuss revisions from the previous application

Superintendent Rioux reported he met with Mayor Seney and Elaine Sistare to discuss the HVAC project. He reported the Town has several projects going on and there may be a chance the school could utilize the services of an engineer to complete the engineering study. The original HVAC application was for a portion of the mini split units. In discussion with the Mayor, he was in agreement to try to install all of the units. Marc Coderre will review the list of locations to identify if other locations need to be included.

4. Review maintenance and facility provisions in the ABM contract and consider revisions

Superintendent Rioux provided the committee with the language in the ABM contract relative to maintenance work. There have been questions regarding the work that ABM is required to do. Superintendent Rioux is in the process of codifying the role of the maintenance work with ABM officials. There was also discussion about whether or not the district should take back the custodial and maintenance work.

5. Discuss facility and infrastructure related grants

Superintendent Rioux explained the PEGPETIA Grant that Apex Technology submitted on behalf of the Putnam School District. The grant application is for infrastructure upgrades. The total grant application was \$515,424 but the award was only \$91,000. He also noted that there are other grants available for infrastructure work, including Category 2 E-Rate funds of more than \$193,000.

The meeting ended at 6:53 PM.

Project Updates October 2, 2023 by Marc Coderre

- 1) **PMS Gymnasium** installation is 100% complete. Volleyball Plate covers were installed on Wednesday, September 13. The job is satisfactory to our standards and accepted. **COMPLETE**
- 2) **PES Walk in cooler/freezer** project is operational and the units are online and useable. Exterior fencing around the condenser units and interior trim around the exterior of the walk-in freezer are completed. The unit heater for the storage room (all piping has been done for arrival of unit heater October 18, 2023). 99% percent complete, cooler and freezer working perfectly. The job is satisfactory and acceptable to our standards. **COMPLETE**
- 3) **PES/PMS Cameras and Access controls**. Cameras installed and complete online. Access controls are awaiting door magnets that were shipped incorrectly in size. They were too big for our doors. We have technicians scheduled for Tuesday September 19 and Wednesday September 20 to be at the school to install. All wiring has been installed and once the magnets arrive, they can complete the installation. The job to date is satisfactory and acceptable to our standards to this point. **COMPLETE**
- 4) **Electromagnetic fire door holders**. 16 of the electromagnets have arrived and they are incorrect. I met with the fire marshal, the building official, the electrician, and the supplier to figure out a correction. The job is less than 50% complete to this point, as all the wiring is completed. The electrician is coming to install the magnets that are correct on September 13. **Parts shipped 10-2-23 arriving at PES this week. Arrived Thurs 10-5-23.**
- 5) **PES Playscape**. The Playscape renovation is complete. Facilities spread 90 yards of playground mulch. PTO and administration held the grand opening on Saturday September 9. M.E. O'Brien is scheduled to come out on Thursday September 14 @ 10 am to do the final inspection. Once they meet with me, we can invoice the project and get the DEEP (Department of Energy and Environmental Protection) grant completed. **COMPLETE**
- 6) **Roof repair (leaks at elementary school)**. The roof repairs (small scale) were completed on Labor Day weekend. We have been successful to this point as the hallway and room 217 remain dry, even with the heavy rain we have experienced. I am waiting for facilities to change the ceiling tiles in the hallway. **COMPLETE**
- 7) **Gordian Group facilities assessment PES/PMS**. The in-depth facilities assessment took place on September 6, and 7 with the wrap up on September 8. The team gathered photos and information on our systems, structure, etc. They took hundreds of photos and notes. They have been staying connected

with me for any questions or information they need more detail on. The preliminary report is due in October. The final report will come later.

Awaiting preliminary report sometime in October.

- 8) **Electrical Power issues at PHS.** The electrical power at the high school was corrected on Friday August 25 for phase 1, which was testing the breaker, shutting down the Eversource power and temporarily adding bus bars in place of the failed breaker. Paquette Electrical along with Eversource and SNEET (high voltage testing company) were on site to do the work. We are now engaged in phase 2 of the job, getting the site work around the transformer (which is more than 1 foot below grade) repaired by putting curtain drains around the transformer, adding asphalt curbing to the parking lot, and getting a reconditioned 2,000-amp electronic specialty circuit breaker installed. As you can imagine, the circuit breakers are not readily available. We have received the quotes for the work, and a revised PO is being worked on. All information is being forwarded to the insurance company. I will keep everyone informed as to when the work will take place. **Met with Insurance inspector 9-28. Paperwork has been filed. PO's are on the books. 2,000-amp installation Friday 10-6-23. Site work later in October.**

- 9) **OSHA (Occupational Safety and Health Administration) Violations.** We have had 2-OSHA violations in the past 4 months. The original toilet that had been leaking excessively was not repaired. I followed up with facilities and worked with them to correct the problem. The second violation happened earlier this week regarding unsafe furniture in a pre-k classroom. I worked with Kaye Jakan and the OSHA representative to investigate. The issue had already been rectified prior to the complaint being filed. It was not considered a citable offense. However, when investigating it was found that an incorrect exit sign was placed not in an egress route. We have corrected the issue and will meet with the fire marshal on September 25 to walk the elementary school pre-k to ensure we comply with the fire code. **COMPLETE**

10) **Sink Hole and washout area PES Playground.**

The sink hole in the playground area has been filled with gravel, covered with cold patch, and tamped down. The washout area leading from the egress gate in the event of an evacuation has been built up and filled with gravel. It is safe now. **COMPLETE**