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FINANCE & FACILITIES MEETING MINUTES

Wednesday, January 31, 2018 at 8:30 a.m.

Committee Members: Ray Egbert, Chair
Laura Simon, Carol Hample, Wayne Doran

Administrative Staff: Dr. William DeFabiis, Interim Superintendent
Jason Bohm, SBA/Board Secretary
Don Race, Facilities Manager (Present for items 1 – 5)

1. Capital Projects

Mr. Race provided an update on 2017-18 Capital Projects, a list of Capital projects for consideration in 2018-19, and a list of maintenance projects not considered Capital Projects for 2018-19.

○ 2017-18 Capital Projects

- RMS
 - Media Center – The doors are completed.
 - 500 Wing entrance steps – These repairs are pending.
- HBS
 - The gym floor will be tested for a possible issue with the materials that may have been used. Currently all mitigation issues are being addressed which mainly relates to ventilation and having an air-conditioned space.
- TBS
 - Curb replacement – front entrance – The project is completed.
 - Student restrooms – Final punch list items are being completed and then the project can be closed.
 - Faculty Restroom – Final punch list items are being completed and then the project can be closed. The door swing has not been changed due to the contractor not having a sub-contractor to complete the work. Mr. Race stated that the door will probably be changed in-house with a credit being issued to the District by the Contractor.
- WHS
 - Student restrooms – Final punch list items are being completed and then the project can be closed.
- RMS/HBS/TBS
 - The Solar panel installation is complete. The contractor is awaiting utility permits to operate.

○ 2018-19 Capital Projects for Consideration

- RMS/HBS
 - Sidewalk connecting the two schools.
Mr. Race presented the Committee with a proposal for a sidewalk that basically follows the driveway from HBS to the RMS athletic field and then along the RMS athletic field to RMS. This would include removing the existing narrow walkway near HBS which is non-ADA compliant. The new walkway would be ADA compliant and address safety concerns for staff and various student groups that regularly walk between the two schools. The Committee agreed

with the safety aspects of the project. The Committee did have concerns with drainage issues with water draining from the athletic field.

- **RMS**
 - Student Restrooms 100/200/300 wings – Renovate and refresh three boys and three girl’s restrooms. This project will be very similar to the bathroom projects at TBS and WHS. The only known obstacles at this time is that a floor drain will need to be installed in each restroom and possible minor design changes to become ADA compliant. This project does not include the locker rooms. Mr. Race stated he would rather include those restrooms in an overall locker room renovation.
 - Faculty Restrooms 300 Wing – Renovate and refresh two restrooms.
 - Extend fire exit sidewalk 500 wing.
 - Entrance steps 500 wing for student drop off – Included in Capital Projects until a determination can be made as to who will pay for the repairs.
- **HBS**
 - Upgrade existing parking lot lighting to LED fixtures and add four additional light poles for the BOE lot. This is deemed a safety concern since the previous pavement project extended the parking lot and the rear part of the lot becomes very dark at night.
 - Outdoor classroom – Install a 30’x 30’ concrete pad so that the area will not be muddy and for ease of wheelchairs. The Committee expressed concern that using additional concrete sort of negates the term “outdoor classroom”. After discussion, Mr. Race agreed to research additional materials that could be used instead of concrete.
 - Playground entrance to building – Proposal to widen the sidewalk into the building. This area has no grass since the sidewalk is not wide enough to hold the students as they enter the building from the playground.
 - Replace cracked sidewalk in front of BOE offices.
- **WHS**
 - Outdoor classroom – Install a 12’x 20’ concrete pad so that the area will not be muddy and for ease of wheelchairs. The Committee expressed concern that using additional concrete sort of negates the term “outdoor classroom”. After discussion, Mr. Race agreed to research additional materials that could be used instead of concrete.
- **TBS**
 - Outdoor classroom – Install a 20’x 30’ concrete pad so that the area will not be muddy and for ease of wheelchairs. The Committee expressed concern that using additional concrete sort of negates the term “outdoor classroom”. After discussion, Mr. Race agreed to research additional materials that could be used instead of concrete.
 - Sidewalk Repairs
 - The Committee requested the RMS Bathroom project and the RMS/HBS sidewalk project as our main capital budget items. However, the additional concrete work will be quoted as Alternates on the bids, including outdoor classroom pads, widening, and crack repair. This would allow the architects to begin working on the project but provide the Board the flexibility to exclude the other items if necessary. The Committee also supported the HBS lighting recommendation. The projects will now be presented to the architects who will then draw up the plans and provide estimated costs.
- **Maintenance Projects 2018-19**
 - All Schools – A rotating schedule for painting will be formulated.
 - HBS – Re-pavement of blacktop area used for gym classes.
 - TBS – Repair and/or reroute roof drain near gym.
 - WHS – Replace carpeted in the Kindergarten hallway with vinyl tile and upgrade lighting.
- **Cafeteria/Kitchen Projects**
 - All Schools
 - Lighting upgrades with LED fixtures

- Cafeteria table replacements as needed
 - Adding water bottle filling stations
 - Equipment upgrades as needed (steamers, dishwashers, refrigeration)
- HBS – Install an ice machine. There is a need and one has never been installed.
- RMS
 - Milk display cases – The current ones are starting to fail. The Committee asked if the milk company could provide the cases. Mr. Race stated that the current cases are not stand alone and would need to be built in.
 - Frozen yogurt machine upgrade – The current machine tends to be used only once during the week due the labor-intensive requirements for sanitation. The new machine would be refrigerated and hold the mix longer before the need for sanitation.
 - Cold table for salads – This will need to be a custom-made table to replace the current table which is starting to fail.
- **Future Capital Projects 2-5 years**
 - TBS
 - Boiler replacement (2019-20)
 - Repave lots
 - HBS
 - Roof replacement
 - HVAC system replacement (boilers, roof top units, controls). This would need to include a re-commission study/design to correct existing heating and cooling issues.
 - Repave loading dock area
 - RMS
 - Renovate/refresh locker rooms
 - Repave upper lot including installing drainage and curbing
 - Replace sidewalks and curbing upper building
 - WHS
 - Replace gym floor/subfloor. The current has been patched over the last few years and is in need for a total replacement

2. Solar Project

The Solar panel installation is complete. The contractor is awaiting utility permits to operate. Amendment #2 has been revised with additional language related to the basin concerning Force Majeure. The document is currently being reviewed by Ameresco attorneys and the Board attorney.

3. RMS Stairs

Mr. Bohm provided an update regarding the remediation issues from the Top Line Construction. The Board attorney is currently reviewing options.

4. RMS Retention Basin Retrofit/Raingarden

Jason discussed with the Board attorney and there are no legal assurances that the District will receive the funds from the Township. The only way to have legal assurance is to have a separate agreement with the Township that they would pay the District if the grant fails. Jason spoke with a Township representative and learned that the Township would probably not want to enter into an agreement. The other option is to allow the Township on District property to do the work. They would then be responsible for grant and expenses. Jason is to follow-up with the Committee once he finds out if the Township would be interested in entering into a separate agreement.

5. Eastern DataComm Presentation & Future Actions

Some of the Committee members attended a presentation held by Eastern DataComm. Those Committee members felt the District's security needs could be improved by the presented system. Eastern DataComm is to provide an estimate for the Committee to review.

6. District Transportation

Mr. Bohm provided a summary of the District's bus transportation costs, bus driver recruitment considerations, and bus driver retention considerations. The Committee was okay with Mr. Bohm to place bus driver ads using various mediums including Facebook ads, Vocational School, Bus Stops, Genesis, Home Depot, and Lowes. The Committee was not okay with advertising with the high school or paying a recruiter. Mr. Bohm is to provide the Committee with a revised Salary Guide that is more in line with Branchburg. The Committee is considering recruitment advertising to include paid training, sign-on bonuses, and a higher starting salary.

7. Finance agenda items

Mr. Bohm discussed two Corrective Action plans.

- The first one deals with District Cafeteria net cash resources exceeding a three month's average expenditures by \$16,724.80. The finding is that these funds must be spent on Cafeteria related items. The funds can be used to hire cafeteria aides, upgrade equipment, buying better ingredients. Along with these items, the Committee expressed an interest in solutions to reduce the wait time at RMS lunches. One option discussed was to hire a separate cashier to handle grab-and-go meals to speed up the cashier line. This issue has been partly addressed from the planned purchases as discussed above in the Cafeteria/Kitchen capital projects. The Committee recommends approval of the corrective action plan.
- The second deals with the Special Education Medicaid Initiative (SEMI). Last year was the first year the District was involved in SEMI. The finding was that the District did not receive the allocated funds in a timely manner. This issue has now been resolved with the funds now received. Procedures have been put into place to ensure that funds are received in a timely manner. The Committee recommends approval of the corrective action plan.

8. Budget Status

Discussions with all department heads have occurred and all amounts have been entered into CSI. Department Supervisors will present at February Board Meetings. The Committee has scheduled two separate meetings to discuss the budget along with the public meetings. Mr. Bohm stated the April budget deadline will be met.

9. Next meeting planned for February 7, 2018 at 8:30 a.m