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## FINANCE & FACILITIES MEETING MINUTES

Tuesday, August 15, 2017 at 10:00 a.m.

Committee Members: Ray Egbert, Chair  
Laura Simon, Anna Shinn (absent), Chris Allen

Administrative Staff: Dr. William DeFabiis, Interim Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager

### 1. Solar project

- a. A preliminary kickoff meeting occurred on August 7th (see attachment). All permits were submitted August 4<sup>th</sup> 2017. The construction bond has been misplaced and work cannot be started until replaced. An affidavit will be submitted to replace missing bond.
- b. Holland Brook School
  - i. Hunterdon County Planning Board requested additional information regarding the mowing plan and water flow for the HBS basin.
  - ii. Mr. Race stated there will be limited construction effect with track and soccer.
  - iii. The required 1,500 trenching will need to run from near the front of the building and then near the current playground and then to the solar field. Since the trench will run through a high use area, the goal is to dig before the school year begins or during Teacher Convention week.
- c. Readington Middle School
  - i. Brian Bizjak of Gabel Associates stated roof work would need to occur during school hours. The Committee voiced concern over student safety and classroom disruption. This issue has been discussed multiple times during the planning phases of the solar project. Mr. Bizjak stated that he has worked on other projects with roof work being performed during school hours with no safety issues and little classroom disruption due to noise. Jason Bohm and Gabel Associates will discuss alternative work schedules with Ameresco.
  - ii. The conduit has been re-routed to outside the parking lot to minimize parking lot disruption.
- d. Three Bridges School
  - i. One roof section can only be done during non-school hours because a machine must hold equipment in the air during installation.
- e. All locations
  1. Power shut down – possible during teacher convention week.
  2. Principals to provide black-out dates for school events when no construction to occur.
  3. Communication with school community to be handled by Communication Committee.
  4. Overall wattage change which be furnished via amendment due to the original desired panels not being available.

### 2. Bathroom Project

- a. Progress going well
  - i. Two WHS restrooms are being tile and all bathrooms should be useable by school opening with cosmetic items to be remaining.

- ii. TBS has all rough in completed and work will be moving quicker once the WHS crew begins working a TBS. The Faculty restroom probably will not be completed by school opening.
- 3. Media Center doors
  - a. Two options
    - i. Accept bids and perform work when school is not in session.
    - ii. Reject bids and do major modification of scope.
      - 1. Committee recommends rejecting the bids and modify the scope to just door replacement. Mr. Bohm will obtain new quotes. The new doors would be ADA compliant plus contain lockdown security features.
- 4. RMS stairs
  - a. Project is completed with administration and engineers fully satisfied with quality.
  - b. Paperwork to be completed to close the project.
- 5. TBS
  - a. Sidewalk and curb replacement work completed.
- 6. Branchburg Shares Services
  - a. Branchburg Township is no longer allowing Branchburg School district to use bus bays.
  - b. Branchburg School district is planning to build two bays. Readington School District will need to reevaluate the Shared Services Agreement with Branchburg School District.
- 7. Arlington convention request has been rescinded.
- 8. Mr. Bohm stated the financials are in good shape with minor issues to be discussed with the auditors. The audit timetable has not changed.
- 9. Committee reaffirmed goals.
- 10. A committee member asked for School Bus crossing arms to be researched to determine the viability of use in the district.
- 11. Next meeting planned for September 8<sup>th</sup> at 8:30 a.m.