



FINANCE & FACILITIES MEETING MINUTES

Friday, March 9, 2018 at 10:30 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 (Items #1, 3, & 4)
 Jim Belske, Information technology (Item # 2)

1. 2018-2019 Capital Projects

a. RMS Stairs

SSP Architects (SSP) was present to discuss the RMS stairs concerning options on repairing.

b. RMS Bathrooms

SSP presented drawings for the RMS bathroom project. This project involves a complete remodeling of three student restrooms and one Faculty restroom. The planned materials are similar to those used in the Whitehouse School (WHS) and Three Bridges (TBS) bathroom projects. The Faculty restroom is a refresh with no substantial changes. Similar to the WHS and TBS projects, the restrooms will be ADA compliant which means the loss of some fixtures due to required wheelchair clearances.

The Committee expressed concern with the girls and boy's restroom closest to the Media Center. The boy's restroom would lose six urinals (currently eight) and one stall (currently three). The girl's restroom would lose four stalls (currently eight). SSP is to discuss with the Building Official to determine if a refresh can occur without meeting ADA compliance so that the number of appliances will not be decreased. An ADA compliant restroom is currently near the proposed non-ADA compliant restroom. If it's an issue, this particular restroom may not change now but be combined next year with the locker room project.

The Committee also had concerns with how construction work could potentially interfere with summer programs. Mr. Race explained the contingency plans which sounded reasonable to the Committee.

The Committee recommends approving the RMS Bathroom project at the March 27th Board meeting to effect timing submittal to the Department of Education. The bid timing would be as follows:

Issue for Bid	April 10
Prebid Walkthrough	April 13
Bid Opening	May 2
BOE Award	May 8

c. **HBS Walkway**

The survey has not been completed so discussion was tabled until next committee meeting.

2. 2018-2019 Potential IT Projects

As previously discussed, the current phone system is approximately 20 years old and the vendor, Avaya, has set a timeline that they will no longer support the system. Replacement parts has increasingly become difficult to find. Mr. Belske has obtained two initial quotes for the phone system upgrade. The quotes came with very similar equipment and similar pricing (approximately \$128,000). This project may go through the RFP process versus the bidding process since the vendors may be listed on the State approved contract list.

3. RMS Retention Basin Retrofit/Raingarden

The Bid package has been completed, reviewed, and sent to the Township Engineer. The Engineer requested some changes to their specifications provided a couple of months ago. Mr. Bohm is to discuss later today with finalization expected soon after. The project will then go out to bid with the bid expected to be approved in April. Construction is planned to begin in May and completed in June. The work is expected to be completed in ten days. The Bid restricts work during school bus movement. Materials are planned to be stored on the grass with grass repair to be completed by the contractor. The Committee did request the materials be stored on an unused part of the bus parking lot if possible. A temporary fence will be erected for about a year to protect the new plantings.

4. Solar Project

JCP&L needs to change the meters which has been hampered by the recent weather events. Ameresco is to provide a training session for Mr. Race and his staff along with the Township Fire Chief on how to turn the system off and on. Ameresco is also to provide training on how to understand the utility monitors installed at the schools. There are also punch list items that need to be completed by Ameresco.

Amendment #2 has been Board Attorney approved along with Ameresco. The Committee recommends approval of this Amendment.

5. District Transportation

Tabled until next Committee meeting.

6. 2018-19 Budget

The Committee discussed various changes to the preliminary budget as previously presented in February. The preliminary budget has to be sent for County approval on March 27th.

7. Finance Agenda Items

The Committee is recommending approval of the agenda items.

8. Next meeting planned for March 29, 2018 at 8:30.