



## FINANCE & FACILITIES MEETING MINUTES

Monday, August 24, 2018 at 8:30 a.m.

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

Administrative Staff: Dr. Jonathan Hart, Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager (Present for Items # 1-4)

### 1. 2018-19 Capital Projects

- a. RMS Bathrooms  
The project is materially completed with punch list items remaining.
- b. HBS Walkway/Lighting  
The project is materially completed with punch list items remaining.
- c. Security Cameras  
Additional cameras have been added.
- d. Telephone System Upgrade  
The new system has been installed and is fully functional.
- e. Other Projects
  - i. RMS stairs have been repaired with minor punch list items remaining.
  - ii. WHS carpeting has been removed with vinyl flooring being installed in the Kindergarten hallway. Mr. Race is reviewing additional hallways in TBS and RMS to complete a similar project.

### 2. HBS Track

Mr. Race informed the committee of the track condition. The track has been eroded in several places due to the number of rainstorms this summer. The maintenance department has filled in the spots and regraded. Mr. Race is to research paving or other options and compare to the maintenance cost of the three previous years.

### 3. Air Quality and Building Cleanliness

Two RMS classrooms were found to have moisture issues. Mr. Race is attributing this to the high humidity levels this summer in addition to having the doors open for the construction work. The moisture issues have been mitigated and the air quality will be retested in two weeks. The air units have been tested and are operating correctly. The summer cleaning procedures will be reviewed to insure any classroom issues are discovered prior to school opening. During the school year, the staff has been notified to alert Mr. Race immediately of any classroom issues related to perceived water damage.

### 4. Security and Safety

A security walkthrough was conducted on September 17th with administration representatives along with Chief Greco and Kevin Burd (Hunterdon County Prosecutor's Office). Several recommendations, both District and School specific, were provided. Dr. Hart is to combine these recommendations with the town hall discussion items. Then an implementation timeline can be formulated.

**5. Group Long-Term Disability**

The renewal contract was discussed.

**6. RTEA Retroactive payment 2017-18**

As previously discussed in prior minutes, pension amounts were inadvertently not deducted for the retroactive payment. These payments will be recouped from current employees through the next two payroll cycles. Invoices have been sent to previous employees with a remaining \$750 to be collected.

**7. Bills List**

The Committee recommends approval of the Bills List.

**8. Finance Agenda Item**

The Committee recommends approval of the remaining Agenda items.

**9. Next meeting is planned for October 30<sup>th</sup> at 8:30 am.**