

Operations Committee Meeting

May 23, 2012

Minutes

A regularly scheduled meeting of the Operations Committee was held on Wednesday, May 23, 2012, in the Superintendent's Office in the Administration Building. Chairperson Howard Friedman called the meeting to order at 6:06 p.m. Present when the meeting was called to order were Mrs. Hayes and Mr. Blanchette. Also present were Mr. Selley and Mr. Cullinan.

- Request for Furnace Replacement in Administration Building

Mr. Cullinan reported that the furnace system in the administration building will not last another season. The administration proposed a switch to natural gas. Yankee Gas will dig the trench and install the line at no cost, if the Board signs a long-term agreement with them for natural gas. District maintenance staff will remove the old furnaces and install new ones. The cost is for equipment. The administration has three Quotations for equipment: 1) \$7,818.52; 2) \$8,228.52; and 3) \$14,254. In addition to the equipment, additional supplies are estimated to cost \$3,000. This project will be paid for from current Board of Education funds.

A motion was made to recommend to the full Board replacement of the furnaces in the administration building with a conversion to natural gas. It was further moved to authorize the administration to waive the bid process, if required, and to accept the lowest most responsible quote for the required equipment. Funding for this project will be from the 2011-2012 Board of Education budget.

1st. A. Hayes

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

- Proposal to Upgrade to Alerton Bactalk Control System at Ellington Middle School

Mr. Cullinan stated that the district needs to upgrade the current HVAC software at Ellington High School, Ellington Middle School and Center School. The administration has received a proposal to upgrade all three schools. At this time the administration is recommending doing one school at a time. The recommendation from the maintenance staff is to complete the middle school first. This could be done at a cost of \$6,534 and can be funded from the current budget.

A motion was made to recommend to the full Board an upgrade of the Alerton Bactalk Control System at Ellington Middle School at a cost of \$6,534 to be funded from the 2011-2012 Board of Education budget.

1st. A. Hayes

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

- Proposal for Roof Repair Project at Administration Building

Funds for this project were approved in the Capital Budget (\$42,000). The maintenance department received three quotations for this work. The three quotations were:

- 1) \$17,300 (roof) \$1,890 (gutters) \$4,500 (louvers)
- 2) \$46,800 (roof only)
- 3) \$65,692 (roof and gutters)

A motion was made to recommend to the full Board approval of the roof repair project at the administration building and to authorize the administration to waive the bid process, if required, and to accept the lowest most responsible quotation. It was further moved that notice of this action will be forwarded to the First Selectman and Town Finance Officer as the project will be funded from the 2012-2013 Capital Improvement Budget.

1st. A. Hayes

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

- Proposal Safety Fence Project at Windermere School

The Capital Budget has funding (\$10,000) for this project. To date the administration has received one quotation of \$5,745.66 New Fencing and \$1,915.84 Fence Repairs for a total of \$7661.50.

A motion was made that the Operations Committee recommends to the full Board of Education the approval of the fence project at Windermere School. It was further moved that the administration be authorized to waive the bid process, if required, and to accept the lowest most responsible quotation for the project. It was further moved that notice of this action will be forwarded to the First Selectman and Town Finance Officer as the project will be funded from the 2012-2013 Capital Improvement Budget.

1st. A. Hayes

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

- Presentation of Air Conditioning Project at Ellington Middle School

Mr. Cullinan informed the committee of the need to provide air conditioning for two rooms at the middle school for a medically fragile student. The work will be completed by our maintenance staff. One room will be air conditioned by a portable unit that will be moved from Windermere School to the middle school. The second room will require the purchase of a unit with an estimated total project cost of \$2,500.

- Old Business

There was no old business.

- New Business

Mr. Cullinan informed the committee that the district's five-year contract for electricity will expire on December 1, 2012. The administration has been working with ECHO and Energy New England to secure a bid price for electricity commencing December 1, 2012. The administration has accepted a two-year bid from Direct Energy that should save the district approximately \$100,000 on an annual basis.

A motion to adjourn was made at 6:45 p.m.

1st. A. Hayes

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

Respectfully submitted,

Howard Friedman