

PJUFSD BOE, Facilities Committee

Thursday, August 29, 2019

District walk through, 5:00 PM

High school:

- Cafeteria - floor replaced (including hallway), display case removed, new serving line with more room.
- Library – computer room sharp board, 3D printer, robotics space

Middle school:

- 3rd floor – hallway LED motion lights and paint, MS science lab complete including tables/cabinets/smart board, waiting on heat to be completed during school year
- 2nd floor - MS main office complete including copy room/AP & Psyc office/conference room/princ office/office staff space, Guidance office (was reading)

Exterior HS/MS:

- Sidewalk to be replaced/repared during Jewish holidays
- Tennis courts resurfaced
- Roof – 3 sections completed
- Track – Handicapped parking and path project next week

Elementary school:

- 200 wing – floors in two rooms done (per year)
- Room 403 Erikson – exterior walls repaired and sealed (water damage), plan is to replace present fixed cabinets with cabinets on wheels (test)
- APR – padding on walls, boarded in fold-down tables
- LGR – flooring replaced

Exterior ES:

- Bus circle repaved

District Office:

- Retaining wall reinforced/repared
- Cameras installed throughout district

Port Jefferson UFSD Facilities Committee meeting, Oct 21, 2019

Attended by: Paul Casciano, Jessica Schmettan, Fred Koelbel, Sean Leister, Randi DeWitt, Ellen Boehm, and Ryan Walker.

- Department of Education, Office of Civil Rights update: No new information reported from attorney. Complaint made Oct 2018.
- Energy Performance Contract: Meeting scheduled Wed with architect Grillo. To date, no noticeable savings from energy contractor. \$100K co-generator hasn't performed up to standards promised when installed. One year warranty about to run out.
- Summer projects completed, including, but not limited to:
 - Capital
 - ✓ Football field handicapped accessibility and parking complete. Waiting for installation of guide rail and gate.
 - ✓ MS office & science lab complete. Marker boards and uninvent (heat/fresh air) due in soon.
 - ✓ Roofing work complete, but walk-through needs to be done. Also, railing needed near roof unit close to edge.

Budgeted

- ✓ Food service line in HS complete.
- ✓ Painting complete, including HS gym lobby ceiling, Wall of Fame ceiling, library makers space, and MS hallways/lockers
- ✓ Sitework – paved ES bus circle, HS driveway, & small parking lot across from Spring St; installed DO retaining wall/fence/drainage; HS concrete sidewalk replace, resurfaced tennis courts (how to manage public access).
- ✓ Shades replaced in MS 200 wing, ES 500 wing, & DO Spec Ed wing.
- ✓ Abatement work completed in ES, including 2 classroom floors, LGR floor, & AP/psych office floors.
- ✓ Flooring work in DO - business office; ES - crossover hallway (carpet tiles), 2 classrooms + rug, AP/psych office, LGR; HS – Cafeteria, science wing, & library stair treads.
- ✓ Cameras installed in ES – 2 in 200 hall, 2 in 200 hall, 3 in 100 wing, 2 in main hall, & 1 in slate lobby parking lot; HS/MS – 2 in MS stairs, 1 in HS science wing, & upgrade in teachers parking lot; DO – 1 in parking lot and 1 above main entrance.
- ✓ Misc: ES - 200 wing doors and APR wall padding replaced; HS – 5 sets of stage rigging replaced (next year 5 more, ...), science wing lighting upgraded (stays on full time right now, but will be motion activated); MS - replaced chorus room HVAC to be more efficient, steam lines repaired and may be replaced in future

with hot water lines; O&M – tank monitoring system (ins co wants actual print out receipt when filled).

- HS fountain, what to do? In too poor of condition to repair as water fountain. Origin of fountain not known, but may reach out to public via media to inquire its origins if it's to be removed. Could repurpose it as planter. Class gifts should be documented moving forward and possibly presented at board meeting.
- Review of Use of Facilities Rate Schedule & Regulations. Updates considered at future meeting. Additional regulations of use of facilities should include charge for glitter clean up, reconfiguring district equipment if left in condition other than original state, use of gym will not permit obstruction of door windows (safety), no changing clothes in gym (change in locker rooms), district staff access to all areas (gender specific area taken into account).
- Old business/new business:
 - State of security vestibules (ES & HS/MS). Price exceeded initial estimates.
 - Prioritize aging infrastructure concerns at community meeting (Oct 29th)

Port Jefferson UFSD Facilities Committee meeting, Nov 18, 2019

Attended by: Jessica Schmettan, Fred Koelbel, Sean Leister, Randi DeWitt, Ellen Boehm, and Ryan Walker.

1. Welcome
2. Summer project
 - Capital
 - i. MS Office/Science Lab: MS Office – HVAC software reprogrammed. Science Lab – heating tied into system.
 - ii. Roofing: HS roofs being measured for fencing around roof units.
 - Budgeted
 - i. Misc: MS steam heating system seeping steam. Repairs for now. Possible replacement with hot water system. HW system better design for building. More costly – bond project?
Plan to repave walkway behind HS to assist in water removal.
3. HS Fountain
 - Condition: Poor. Not Cost efficient to repair/recondition for original use.
 - Origin: Possibly class gift circa 1967 – 1969?
 - Replacement: Repurpose as planter?
4. Review of Use of Facilities Rate Schedule and Regulations
 - Existing usage for district facilities include youth sports leagues, swim clubs, dance studios, scouts, and sports events. Non-profits charged less than for-profit, based on circumstances.
 - Fee structure must be revised to keep up with salary increases of custodial unit, etc... Fee needed for glitter clean up.
 - Usage times to be discussed for Tennis court, due to neighbors awakened by early morning weekend players.
 - Insurance Agreement states the Organization shall be primary, the District shall be listed as additional. The Commercial General Liability Coverage endorsement shall be completed by the organization.
 - Perhaps an instructional sheet of District's contact phone numbers and instructions of facilities use shall be given to organization's contact person.
5. Security Vestibules
 - Original bid for both HS/MS & ES estimated approx. \$269,000. More realistic current cost would be over \$500,000. \$150,000 possibly available due to MS Office project done under budget. Additional monies needed. Can be done in two phases. HS/MS would be first at under \$100,000. ES school more costly due to building out from existing structure. Security guards and aides to share responsibility to man vestibules during school hours.
6. Next Round of Roofs
 - Bids going out next week to replace remaining HS roofs and possibly start ES roofs. Capital Reserve to fund approx. \$3.3 cost.
7. Good of the Order
8. Next meeting Dec 09, 2019, at 5:00 PM.

In attendance: Jessica Schmettan, Fred Koelbel, Sean Leister, Randi DeWitt, Ellen Boehm, and Ryan Walker

- 1.) Welcome
- 2.) Summer Projects:
 - a. Capital
 - i. MS Office/Science Lab: All wrapped up. HVAC done.
 - ii. Roofing: Railings delivered and in the process of being installed.
- 3.) HS Fountain
 - a. Class gift, circa 1967 – 1969?
 - b. Poor condition. Not feasible to repair for long term use
 - c. Options: Replace with weeping type tree (set it & forget it) or repurpose as planter (maintenance annually and care daily for watering, etc...)
- 4.) Review of Use of Facilities Rate Schedule & Regulations:
 - a. 8 years old, hasn't kept up with labor costs. All groups billed for manpower when needed.
 - b. Use by community groups with at least 50% of its members residing within borders of school district will not billed usage fee (not including manpower needed).
- 5.) Security Vestibules:
 - a. Funding: currently have \$269K, MS office surplus \$100K, ask for \$186K, total \$555,000.
 - b. Estimated costs: HS - \$100K, ES - \$455K, total \$555,000.
 - c. Timeline: HS – unspecified break period in 2020, ES – Summer 2021.
- 6.) Next Round of Roofs:
 - a. Bid results: \$3.0 mil. Currently in Capital Reserve \$3.6 mil.
 - b. Remaining cap in CR to be collected \$4.0 mil. Enough to complete project.
- 7.) 2020 – 2021 Capital Project TBD
 - a. Possibilities include retaining wall on W side of Tech, et. al.
- 8.) Next Round of Lead Testing
 - a. Calendar Year 2020: Decrease # of fixtures by not including science, other non-drinking.
- 9.) Building Condition Survey
 - a. Calendar Year 2021 – State redistributed 5-year surveys so not all in state done at once.
- 10.) Annual Visual Inspection
 - a. Calendar Year 2020 - To be completed in lieu of Building Condition Survey during gap year.
 - b. To address immediate needs.
- 11.) Next Meeting
 - a. Monday, Jan 13, 2020, 5:00 PM, DO Conference Room

Port Jefferson UFSD BOE Facilities Committee
Mon, Jan 13, 2020, 5:00 PM

In attendance: Jessica Schmettan, Fred Koelbel, Sean Leister, Tony Butera, Randi DeWitt, Ellen Boehm, and Ryan Walker

- 1.) Welcome
- 2.) HS Fountain
 - Alternative plans include replacing with paver style sitting area with nautical theme.
- 3.) Security Vestibules
 - Will be installed over Spring Break. Stream-lined with attendance. Area for small drop-off w/o entering building.
- 4.) 2020-21 Proposed Summer Projects
 - Elementary classroom
 - i. 4th grade wing, ~\$20K/room (1 done, 3 to go). Exterior walls/casework.
 - High School
 - i. Music lab, Gym lobby floors (carpet tiles), Café ceiling (white), Library floor (carpet repair), Stage rigging (5 of 25 done, next 5 to be done).
 - Paving
 - i. Tech Ed and Elem slate lobby.
 - District Office
 - Special Ed floor, Blinds, Superintendent's area, and exterior repairs.
- 5.) MS Girls' Bathroom
 - Currently located next to Guidance Office. Need to access through secure doors.
 - Proposed location next to Boys Toilet in main hallway, ADA compliant.
- 6.) MS Heating System
 - Steam system failing. Leaks due to age, return pitch, distance from boiler. Replace with hot water system ~\$1.5 mil.
 - Put up for vote to reduce current Cap Reserve roofing project from \$3 mil to \$1.5 mil and use other \$1.5 mil for MS Heating System.
- 7.) Future Capital Reserve, May 2021
 - Tech Ed retaining wall, finish roofs.
 - 2021-22 budget, establish new Cap Reserve Fund.
- 8.) Next meeting Feb 10, 2020, 5:00 PM

Port Jefferson UFSD BOE Facilities Committee, Feb 10, 2020, 5:00 PM

In attendance: Jessica Schmettan, Fred Koelbel, Sean Leister, Michelle Smith, Meg Ryan, Randi DeWitt, Ellen Boehm, and Ryan Walker.

1.) Security Vestibules

- a. Purchase order was issued and work ready for HS vestibule over April break. Field measurements this Wednesday. Prom committee advised.
- b. ES vestibule anticipated over Summer 2021.

2.) Middle School Girls Bathroom

- a. Under design. Waiting on pricing. Plans for Summer 2020 completion.

3.) Middle School Heating system

- a. Old, inefficient, brittle, and leaky. Replacement with hot water system through heat exchanger.
- b. Pricing estimated ~ \$1.5 mil. Finance Committee discussed funding by \$1 mil from Cap. Res. and \$500K from Gen. Fund. Benefits incoming cap space.
- c. Room units with both heat/cooling tied into central control would add minimally to cost and save long term moving forward.

4.) Energy Contract

- a. Co-Gen plant at ES not producing savings promised.
- b. Disputing HS lack of electrical savings as well as EPC reasoning for lack of savings
 - i. Replacement of old inefficient units with Energy Star units.
 - ii. HVAC fans adjusted to/from 12/24 hour usage
- c. Contractor offering \$30K for sign off. Not satisfactory.
- d. Meetings and negotiations continuing.

5.) Next meeting Monday, March 9, 2020, 5:00 PM

Port Jefferson UFSD BOE Facilities Committee, May 28, 2020, 4:00 PM

In attendance, remotely via Google Meet: Fred Koebel, Randi DeWitt, Ellen Boehm, and Ryan Walker.

- 1.) Security vestibules
 - a. HS/MS – waiting for glass and electronic swipe lock for teachers. Walk off mat tiles to be installed.
 - b. ES – on schedule for Summer construction.
- 2.) MS girl's bathroom
 - a. Waiting for environmental testing, GC plumbing, casework. Anticipated to be complete this September.
- 3.) HS & ES roofs
 - a. Materials are being loaded on site. Anticipated start in June.
- 4.) 2020/21 Capital Projects
 - a. MS heat – Waiting on plans from Albany. Ventilators are pre-ordered, (savings).
 - b. Retaining wall – on schedule.
 - c. Roofing – on schedule.
- 5.) Summer Projects
 - a. High school/Middle school
 - i. Paint gym lobby, music computer flooring/lab furniture replaced, cafeteria ceiling sand/stain & lighting, library carpet tiles replaces in phases, stage rigging, track field house roll-up door replaced, rear of HS concrete slabs for water diversion, condensate tank, steam coils in aud/gym.
 - b. Elementary school
 - i. Flooring and casework in 400 wing, library lower flooring, hot water boiler, install hand wash sink in cafeteria.
 - c. District Office
 - i. Flooring in spec ed wing, exterior paint, flooring/painting in superintendent office/reception area.
 - d. Spring Street
 - i. Fencing replaced around parking, sidewalk repair.
 - e. O & M
 - i. Back-up generator – surge protection.

PJUFSD Facilities Committee – End of Year Report 2019/2020

This school year, 2019/2020, the Facilities Committee discussed many projects that were in planning, in progress, or completed. Highlights from each meeting are listed below. Minutes from each meeting are attached. Thank you to Superintendents Paul Casciano and Jessica Schmettan, Deputy Superintendent Sean Leister, Plant Facilities Administrator Fred Koelbel, BOE members Ellen Boehm, Randi DeWitt, Ryan Walker, and everyone else who attended our meetings.

Aug 29, 2019 meeting:

District BOE walk through

High School (HS) – Cafeteria and library improvements.

Middle School (MS) – Science lab & main office relocation, hallway improvements.

Exterior HS/MS – Tennis courts, track, roof improvements.

District Office (DO) – retaining wall improvements and additional cameras throughout district.

Oct 21, 2019 meeting:

Energy contract discussion – no noticeable savings that were promised.

Dept of Ed. Office of Civil Rights – no new news on ADA case.

Completion of Summer 2019 projects (Capital & Budgeted) – see minutes.

HS fountain – what to do with it?

Review of Use of Facilities Rate Schedule and Regulations – update to current costs.

Nov 18, 2019 meeting:

Summer 2019 projects nearing completion – Capital: MS Office/Science lab, HS roof fencing.

Summer 2020 projected needs – MS heating system in need of replacement.

HS Fountain – Class gift late 1960's, not cost efficient to repair, repurpose as planter?

Review of Use of Facilities Rate Schedule and Regulations – update to current costs.

Security vestibules – HS/MS first, less expensive. ES in Summer 2021, more costly.

Bids out for roofing project Summer 2020.

Dec 9, 2019 meeting:

HS Fountain – Ideas include replace with tree, repurpose as planter.

Review of Use of Facilities Rate Schedule and Regulations – update to current labor costs, group access.

Security vestibules – Costs and timelines discussed. HS/MS Spring 2020, ES Summer 2021.

Roofing bids – within Capital Reserve budget.

2020/2021 Capital projects – TBD.

Lead testing and Annual Visual Inspection – 2020.

Building condition survey – 2021.

Jan 13, 2020 meeting:

HS Fountain – Replace with paver sitting area?

Security Vestibules – HS/MS construction Spring break 2020.

Summer 2020 projects – see minutes.

MS girl's bathroom – Move from guidance office to main hallway next to boy's room.

MS heating – Failing, leaky. Capital Reserve project vote 2020.

Create new Capital Reserve May 2021 – Tech Ed, roof completion.

Feb 10, 2020 meeting:

Security Vestibules – HS/MS April 2020 break, ES Summer 2021.

MS girl's bathroom – Summer 2020 completion.

MS heating system – Old, inefficient, brittle, leaky. Replace with hot water system. Room units with heat/cool.

Energy contract – looking to satisfy lack of savings promised.

May 28, 2020 meeting:

Security vestibules – HS/MS in progress, ES on schedule for Summer.

MS girl's bathroom – Complete by Sept.

Roofs – Materials coming in. Start in June 2020.

2020/2021 Capital projects – MS heat, roofing, retaining wall.

Summer 2020 projects – see minutes.