



## **BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: September 3, 2019

Meeting Start Time: 5:00 PM

Members: Attendance:

Mr. Bruce Schubert, - Chair - Yes

Mr. Dan Barreiro - Yes

Ms. Annette Johnson - Yes

Mr. Steve Megazzini - Yes

Other Participants:

Dr. Jennifer Norrell, Dr. Ann Williams, Jesse Vargas, Craig Welter, Mike Perez, - Cordogan Clark & Associates

1. Roll Call
2. Public comments/questions
3. Facility Improvements
  - a. Progress Report
  - b. Gates Fire Restoration Update
  - c. Mechanical Project Schedule
  - d. Administration Center Schedule
  - e. Summer 2020 Work Schedule
4. Long Term Radon Testing Update
5. Asbestos Plan Update
6. Buildings & Grounds Supervisor Building Assignments
7. Hill Ave/O'Donnell Trees
8. EHS - Brick Wall
9. Work Tickets
10. Incident Report
11. New Business
  - B&G Future meeting locations
12. Future Items
13. Adjournment

### **Public Comments/Questions**

NONE

### **Facility Improvements**

Mr. Welter reported a summary has been received from the insurance company with recommended repairs for Gates. Another meeting with Ken (insurance representative) is set to take place to answer questions. He reported smoke damage took place in the entire wing where the fire took place. The goal is to get outside work completed during the winter into spring. Dr. Williams informed the committee bills are being tracked separately to reconcile with the insurance claim.

*Reach your full potential!*



Mechanical Projects planning in the 7 elementary locations is progressing. Meetings are taking place to review documents for bidding in September with numbers back in October. A special B&G Committee meeting may need to review numbers for approval. Budget numbers are being updated this week with more accurate numbers and options. With the adding of cooling, updating needed electrical loads where needed, have been added into the budget. Numbers will be shared with Committee once bids have been received. Dr. Norrell questioned if the 7 locations would have a move back start date. Mr. Megazzini reported, Aug. 10 would be start date for teachers with Aug. 12 for students. If needed the start date could possibly be pushed to Aug. 17 for teachers with Aug. 19 for students. Days would need to be counted to be sure the first semester would be completed in time. After the bid opening, a better determination can be made for a scheduled timeline.

Administration Center project is on track. Documents are anticipated to be completed by the end of September for the developer to take over. Bidding is due to take place in October. Dr. Norrell questioned with Reckinger Road as a back-up option, at what point would bids need to be on the street for a viable option. Mr. Welter replied if there is a need to go the second option, a mid-year opening would take place.

Summer 2020 projects are moving along with September/October to finish documents for roofing, tuckpointing, pavement and EHS sprinkler system. Bidding is scheduled to take place in November and numbers will be reviewed with the Committee.

### **Long Term Radon Testing Update**

Mr. Megazzini reported the long term radon follow up testing reports have been received for Krug, Waldo, Rollins and SSC. All reports were within acceptable range with the exception of the SSC. There are suggestions in the report for recommendations to reduce the levels. Beyond the suggestions, Steve had stated that steps will be taken to address the elevated levels at the SSC. Recommendations will be brought to upcoming meeting.

### **Asbestos Plan Update**

Mr. Megazzini reported asbestos management plans are still underway. Plans need to be updated, processed and plans need to be viewed by the IDPH. Mr. Megazzini reported he hopes to have more information next month. The six month survey has been completed and is again due for the next six month period. Mr. Vargas is the point person for the IDPH and he has gone thru the training.

### **Buildings & Grounds Supervisor Building Assignments**

Mr. Megazzini presented the Supervisor Building Assignments. He reported it gives focus and allows for accountability. He reported Mr. Vargas has EHS until AJ (new supervisor) is trained more, then assignments can be reshuffled.

### **Hill Ave/O'Donnell Trees**

Mr. Megazzini reported in the last couple weeks the front tree at Hill Avenue has lost 2 large branches. He also reported there are several trees at O'Donnell in need of pruning. An arborist inspected both sites and determined the tree at Hill Ave. is hollow and ant infested. Tree may last an additional 5-10 years if pruned and cabled, with no guarantee. Trees at O'Donnell are just in need of pruning. Due to the condition of the tree at Hill Ave. the Committee agreed to have the tree removed and replaced. Mr. Megazzini will obtain additional quotes for the removal. Mr. Schubert questioned if the grounds are assessed in terms of trees. Mr. Megazzini reported there is not a plan in place and will work on an assessment plan.



### **EHS - Brick Wall**

Mr. Megazzini reported in the EHS courtyard of A1 the exterior wall is bowing out with a separation from the inside. An architect has viewed and the wall advised it is in need of repair/ replacement. Mr. Welter reported it goes back to the original construction where apparently a steel plate and angle were left out. There is an immediate need to stabilize the wall for safety. He reported shifting has increased over the last couple years. The wall will be addressed Summer 2020 for repair/replacement. The temporary repair will be expedited as an emergency and the Board will be updated on the timeline. Contingency funds have been built into the budget for the project,

### **Work Orders**

Mr. Megazzini presented a detailed work order report dating July 1 to August 31. He informed the Committee there is a training set for the Maintenance, Firepersons/Engineers and Supervisors. The training will give better understanding on reporting and separating out items that are maintenance vs custodial. A clean up can then take place and give better reports and numbers. Mr. Barreiro inquired if records are kept from year to year. Mr. Megazzini stated it has not been done so yet, but the information could be pulled. Mr. Schubert inquired if the Safety Security Manager has had the opportunity to view work orders. Mr. Megazzini stated he has not, but he can be included. There is a need for a district wide process to be addressed and put into place.

### **New Business**

Mr. Schubert spoke regarding conducting B&G Committee Meetings at school sites. There was discussion regarding switching with the Finance Committee meetings, however, there is a challenge with the Finance Committee meetings being scheduled for the first Monday of the month due to Board approvals needed. Committee agreed to keep times as scheduled and occasionally schedule at another time. Mr. Schubert feels it is important to get out into the buildings.

Meeting adjourned at 5:45 pm