

**PHYSICAL PLANTS AND FACILITIES COMMITTEE
MINUTES
NOVEMBER 24, 2008, 6:00 PM
WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM**

COMMITTEE MEMBERS PRESENT:

Tom Knapp, Committee Chairperson

Jeff Lockett, Committee Member
Pro Tem

Donna Zariczny, Committee Member

Norbert Kennerknecht, Director of
Buildings and Grounds

COMMITTEE MEMBERS ABSENT:

David Wortman

OTHERS PRESENT:

Jack Martin, Board President

Kirsten Turfitt, Board Member

Karen Pascale, Director

Rosemarie Green, Director

Jim Hunter, Surveyor

Melissa McLean, Recording Secretary

Arthur Stewart, Board Member

Robert Terrill, Superintendent

Diane Martin, Director

Amy Stewart, Director

Lydia Cotrell, *Times Observer*

Members of the Public

1. Opening Activities

1.01 Call to Order

Meeting called to order at 8:01 p.m. by Chairperson Knapp. Jeff Lockett agreed to sit on the PP&F Committee for David Wortman's absence.

2. Old Business

2.01 Gas Wells at Warren Campus (*Mr. Jim Hunter, Surveyor*)

Discussion:

At the August 25, 2008, PP&F Committee meeting the administration was charged with engaging a surveyor/engineer to prepare a map of the Warren campus depicting the boundaries, and the limiting factors for drilling wells. Mr. Jim Hunter, prepared and presented the requested document.

Action:

Administration to proceed with requesting the solicitor to research the chain of title for WAHS property. Survey work on hold until the committee receives the chain of title report from the solicitor.

Motion:

None

Attachments:

None

3. New Business

3.01 YEMS Exit Road

Discussion:

Traffic flow at Youngsville Elementary School has increased in recent years. An additional road through WCSD property would help to alleviate traffic congestion during peak drop-off and pick-up times.

Action:

Administration to secure an estimate for impervious and pervious road surfaces for YEMS.

Motion:

None.

Attachments:

3.01a – YEMS Exit Road

3.02 Cafeteria Table Requests

Discussion:

Number of tables requested (originally 14) was obtained following a request that was sent to Principals. Two additional tables (one elementary and one high school) will be ordered and serve as back-up replacements when needed.

Action:

Obtain quote reflecting purchase and delivery of 16 tables. Forward motion to Board.

Motion:

That the Board of School Directors approves the purchase and delivery of 16 cafeteria tables from P.E.M.Co. at the quoted price of \$19,100.00 from the state bid list.

Attachments:

3.02a – Quote for Tables – P.E.M.Co.

4. Informational Items

4.01 Utilities Reports

Attachments:

- Gas Report – August 2008 – Chart & Graph – Excel (both)
- Gas Report – August 2008 – Chart – Adobe (both)
- Gas Report – August 2008 – Graph – Adobe (both)
- Electric Report – August 2008 – Chart & Graph – Excel (both)
- Electric Report – August 2008 – Chart – Adobe (both)
- Electric Report – August 2008 – Graph – Adobe (both)

4.02 Work Order Report

Attachments:

- Work Order Report – October 2008 – Excel (both)
- Work Order Report – October 2008 – Adobe (both)
- Work Order Report – Summary – October 2008 – Word (both)
- Work Order Report – Summary – October 2008 – Adobe (both)

4.03 WCSD Board Goals

Discussion:

The Master Facilities Plan topic has been referred back to the Steering Committee which will meet with on January 14. DeJong (facilities consultant) and PFM (financial consultants) will be at the January 14, 2008 Steering Committee meeting.

Attachments:

- WCSD Board Goals #1

4.04 YHS & EMHS Scoreboards

Discussion:

The bid opening will be held on December 8, 2008.

Attachments:

- Bid Package – Football Scoreboards

4.05 Maintenance Project Estimates

Discussion:

The maintenance project estimates will continue to be updated in the coming months with additional projects and dollar estimates. Projects on the list are derived from opinions of building principals as well as the maintenance department.

Attachments:

- Maintenance Project Estimates – Draft 11.13.08
- Materials Requested by Principals – Draft 11.13.08

4.06 Athletic Facilities Concerns

Discussion:

Projects were identified by coaches and athletic coordinators. Committee would like to have list arranged according to a five year plan. Estimates still required for some projects.

Attachments:

- Athletic Facilities Concerns – word (everyone)
- Athletic Facilities Concerns – pdf (everyone)

4.07 Capital Reserve Summary Report

Attachments:

- Capital Reserve Summary Report (both) – Adobe
- Capital Reserve Report (Board) – Board

5. Other

5.01 B&G – Truck Request

Discussion:

The Buildings and Grounds department currently has two vehicles to use for salt spreading and snow removal – a third vehicle is beyond reasonable repair and needs to be replaced. The current winter weather makes it imperative that this truck is replaced as soon as possible.

Action:

Administration will seek bid for a used dump truck and snow plow. Bids will be brought to a special called board meeting for board approval.

Motion:

None

Attachments:

None

5.02 Project Interest and Architects

Discussion:

None

Action:

The committee discussed procedures involved in engaging a Architect of record for construction projects including contract language and fee structure.

Motion:

None

Attachments:

None

6. Closing Activities

6.01 Next Meeting

Time and date of the next PP&F Committee meeting to be announced.

6.02 Next Meeting

Meeting adjourned at 8:52 p.m.