

Facilities Committee Minutes

December 9, 2010

Meeting was called to order at 3:00 p.m. at the Pana Unit Office

Members Present: Koontz, Beyers, Foor, Dively

Members Absent:

Superintendent Present: Yes

Visitors: Lori Ade, Facilities Director

The committee discussed the following:

1. H.S. Chiller –
 - Discussed phone conference with Honeywell to take place at 3:15
2. H.S. HVAC –
 - Discussed who should provide ongoing maintenance to system: Janitors? Maintenance Staff? Everyone agreed that there needs to be a consistent and reliable backup plan. Dr. Lett and Lori Ade will discuss options and bring back to the committee at the next facilities meeting.
 - Instead of committing to a full service contract with anyone, the committee suggested a simplified contract to care for maintenance visits for equipment.
3. Tower Hill Bus Garage –
 - Committee agreed to have bid specs published in January, but to have the actual work done in late winter/early spring.
4. Handicapped Lifts –
 - The District has entered into a 12-month maintenance contract with Garaventa for maintenance and inspections of the 5 lifts in the district. The contract is for \$2,000/year for two visits per lift. One of these visits will also suffice for our annual inspection with the State Fire Marshall. With this contract, we will be able eliminate the \$1,600 cost with Long Elevator as well.
5. Honeywell phone conference -
 - Bob Fogarty and Laura Weber were present on the phone to discuss the efficiencies gained by some manual manipulation of the system, the use of glycol being used in the system, and the future practices needing to be followed to insure proper handling.
 - It was the consensus that the adjustments being made to the system were providing adequate efficiencies.
 - It was confirmed that once Glycol is introduced into the system (to prevent freezing), it must be maintained that way. It was agreed that there is no need to flush the system now.
6. Facilities Rental Policy –
 1. On a motion made by Foor, and seconded by Beyers, it was agreed to accept the rental policy as presented by Ade, with the addition that a written agreement be signed by the person(s) renting the facilities.

7. Risk Management –

1. Dr. Lett gave high overview of services that can the district could benefit from, but will bring back more information at the next facilities meeting.

8. Miscellaneous Items –

- It was brought to the attention of everyone that the district has incurred an increased number of building/maintenance issues in the past 7-10 days. There will be an increased cost seen with these issues.

The next meeting will be at 4:00 p.m. on Thursday, February 3, 2011.

A motion was made by Foor and seconded by Beyers to adjourn the meeting at 4:25 p.m.

Member

Member