

## Facilities & Operation Meeting Minutes

**Meeting Date:** September 11, 2023

**Attendees:** Nick Markarian (Superintendent)  
James Rollo (Business Administration)  
Bill Larking (Administration)  
Larry Rascio, Kirsten Light, Csilla Csipak (Board Of Education)

### Boswell Engineering's Proposal:

- Boswell Engineering proposed extending the field to 330 feet, which is sufficient for three sports, excluding boys lacrosse, which requires 360 feet.
  - To accommodate the 360-foot requirement for boys lacrosse, excavation into the hill would be necessary.
  - It was noted that this excavation could lead to an estimated additional cost ranging between 10% to 15% of the project budget.
- 
- The committee agreed to seek bids both with and without the lacrosse accommodation, allowing for a comprehensive assessment of project costs.

### Boswell Engineering's Timeline:

- Concerns were raised about Boswell Engineering falling behind on their project timeline.
- Committee members emphasized the importance of adhering to contractual commitments.
- Boswell Engineering assured the committee of their commitment to expediting the project.
- The committee requested that Boswell Engineering provide copies of all submissions made to state and local regulatory bodies as they are completed.
- It was noted that Boswell Engineering had submitted the DEP (Department of Environmental Protection) application on 9/15, and it typically takes 90 days for approval.
- Boswell Engineering to provide bids for both scenarios (with and without lacrosse accommodation).
- Boswell Engineering to expedite the project to meet the timeline.
- Boswell Engineering to provide copies of regulatory submissions to the committee.
- The committee will monitor the progress of the DEP submission, expecting approval by [Insert Date].
- The next meeting is scheduled for [Insert Date] at [Insert Time].

### Staffing Update:

- Aramark Staffing reported being fully staffed at 9 maintenance personnel for the High School.

- The Aramark manager retains the ability to allocate maintenance overtime hours and pay to address open work orders through September.

#### **Open Work Orders:**

- The number of open work orders over 90 days has decreased to 42.
- The breakdown of open work orders is as follows: 214 for general maintenance, 187 for preventative maintenance, and 137 for HVAC, totaling 538. This is a significant reduction from approximately 1,100 at the start of the endeavor.

#### **Adoption of New Asset Management/Accounting Software:**

- The school staff's acceptance of the new FMX system has exceeded expectations.
- The FMX software is cost-effective and offers superior customer service compared to the existing School Dude software.

#### **New Payroll Software:**

- A new web-based payroll and HR software with an Oracle back-end has been identified.
- The migration to this new system is projected to cost between 65K - 100K but will result in long-term savings, with an annual cost reduction from 70K to approximately 60K.
- Key features include direct vendor interfaces for automated invoice processing, reducing manual tasks.

#### **New Flooring Approval:**

- The committee reviewed and approved the replacement of flooring across the entire district, with an estimated cost of 650K.
- A recommendation was forwarded to the Finance Committee for approval.

#### **Facility and Equipment Audit:**

- The committee supports the administration's recommendation to hire a consultant for a comprehensive audit of all facilities and equipment.
- This audit must be able to ensure the complete accuracy of information so that the new asset management software, can be populated correctly from the onset and align with its implementation timeline.

#### **WAMS Loop Reconstruction:**

- The WAMS parking lot and loop will undergo reconstruction in the summer of 2024.
- All patchwork options have been exhausted, and a cost estimate of 650K was forwarded to the Finance Committee for approval.

#### **New Batting Cages for Girls Softball:**

- Construction for new batting cages for Girls Softball commenced on 9/12 and is expected to be ready for the upcoming spring season.

#### **Sanitary Line Issue:**

- A recurring problem with sewage backing up into the boys' locker room was first documented in May and resurfaced again in August.
- The Facilities Manager believes they have identified the source of the problem.
- The committee recommended implementing bi-weekly flushing of the lines as a temporary measure until an engineer can be brought in to formally identify the source of the issue.
- Evidence suggests that the problem is isolated to a section of approximately 200 feet of line that runs under the locker rooms.
- Worst case scenario contingency plans are being made, including the possibility of excavating the pipes under the locker room and weight room.
- It is noted that the problem does not appear to result from a lack of maintenance but rather may be caused by a "geological shift" in the ground that could have caused the sewage pipe to sag, thus restricting flow.

#### **ADA Walkway Construction:**

- Construction of a walkway to provide safe access for students with disabilities from the back of Ridge to the athletic field and bleachers is scheduled to begin in November, immediately after the football season.
- Previous delays were due to "impervious surface" regulations, but a solution has been found by using new porous asphalt, allowing the project to proceed.