

**Building and Grounds Committee Meeting**

**May 8, 2019 4:30 PM**

Central Services Board Room

1. Call to Order - Mr. Jim Inman
2. Moment of Silence / Pledge of Allegiance - Mr. Jim Inman
3. Approval of Committee Minutes
4. CCHS Stadium Drinking Fountain-Mr. Kim Chamberlin
5. CCHS Roof-Mr. Kim Chamberlin
6. Other Discussion
7. Adjournment

## **Building and Grounds Committee Meeting**

**April 16, 2019 4:30 PM**

Central Services Board Room

The Building and Grounds Committee met on Wednesday, April 16, 2019, in the Central Services Board Room where Mr. Inman called the meeting to order at the approximate hour of 4:30 p.m. He welcomed everyone to the meeting.

### **PRESENT:**

Shirley Parris, District 3

Teresa Boston, District 8

Mary Kington, Maintenance Supervisor

Jim Inman, District 1

Janet Graham, Director of School

- 1. Call to Order** – Mr. Jim Inman
- 2. Moment of Silence / Pledge of Allegiance** – Mr. Jim Inman
- 3. April 10, 2019 Building and Grounds Committee Meeting Minutes**

Parris made a motion to approve as presented.

**VOICE VOTE:** Parris (mover-yes)  
Inman (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

### **4. Building and Grounds Budget Items**

Inman introduced the agenda item. Graham asked Inman if he wanted her to present and he replied yes, and we will ask questions. Graham stated, each year we develop a working document early on in the budgeting stage. She pointed out the worksheet for the 2019-2020 year. We have been doing these for the last several years. These are based on the information we have and the document you have had for some time. We budget what we need. You notice there will be some extra things, Martin exterior painting, HVAC, and door replacements. This coming year we will the start renovation at Martin. Graham, Mary Kington and Kim Chamberlin have been there and we are beginning to see what needs to be done. You will see listed a number of projects that we will be completing at Martin. You will see the sub-total the basic repairs is around \$725,000.00. We are budgeting \$750,000.00 for Martin, which is what we have committed to budgeting for the renovations. The total budget will be around \$1,475,000.00. When we address the principals with their lists and they prioritize what they most want done, but if we have a crisis some of those things could get bumped. Heat and Air has most of the priority. Graham stated she and Mary have been to 10 of the 12 schools and they walk through and open every closet door, we look in every bathroom, looking for the things that sometimes the Principal may or may not see. We then compile a list of those things that maintenance will repair. We do this at least once a year. We want to make sure we see safety issues. We know who is up for a gym refinishing. Inman asked if they would take it down to the wood when refinishing the gym. Graham confirmed it was. Many gyms floors are refinished, screened and sealed every year or every other year. Graham mentioned in the Crab Orchard walk-through they noticed there were a lot of good doors and they would repurpose them using them in other schools when that school was torn down. We will salvage doors and bathroom dividers, and we will use them in other schools as needed.

The exterior doors at Martin are rusting out and are in bad shape. Inman asked how much it would cost to replace the doors. Mary said she didn't have the quotes yet. Graham continued they would be doing

tile work focusing on the corridors at Martin. Last year the commons area was done and it looked beautiful. The tile in the corridors have not been replaced in many years. The classrooms are in good shape. We will be working on tile at Pleasant Hill in the corridors. Some of the tile is coming up. Some of the estimates will be less, that happened last year. Martin's interior has been repainted in the last few years. Mary hired some employees who wanted to work in the summer to paint and they repainted the interior of Martin. Inman asked what they would be painting at Martin. Graham responded they would be painting the exterior doors and frames. Graham continued that South would be repaved this year. Inman stated they have changed their parking and the lines there. Graham said they would start in the summer or the fall. It is in the 19-20 budget and could be done this fall. As long as the weather cooperates and the paving company can do it in the fall. Inman asked about adding some parking to South. What is the possibility to do something like that? Inman addressed Threet and asked if he needed additional parking? Threet replied, "When we have events they are parking out on the highway." Graham mentioned that we have that problem at every school in the county. When we have events they are parked everywhere. Threet suggested, "When we get the new sidewalk, you could move that soil and bring gravel in and let it sit there for a few years and settle. If it's not raining we have the SRO directing traffic to park there anyway." Graham explained we would never have enough parking to accommodate when any of the schools are having special events. She said It is something we would like to do but it is not a necessity. Inman agreed it was probably not a necessity and just a want. Threet mentioned we would have the dirt and could use it for that purpose and not have to purchase it. Boston asked if the doors replacement, tile, exterior paint, is that not included in the renovation? Graham responded, "No, because the renovations we have will land right around \$700,000.00. Boston questioned, "So we are spending just a little over \$1,000,000.00 on Martin Elementary?" Graham said this is exactly what we did at CCHS. We cycled it to where their paint cycle and these cycles happen while the renovation is happening. At Martin the bathroom renovations will run around \$60,000.00. The lockers will be painted and they have never been done and they are \$12.50 per door. There are lockers on every hallway in Martin Elementary. It will cost around \$150.00 per seat to replace the seating in the little theatre. Boston asked how much the seating replacement would cost? Graham and Inman determined there were around 284 seats. The seats have been there since the school was built. The diffusers on the HVAC are \$200.00 each. The ceiling tiles in that building are about \$2.00 per square ft. A lot of the grids are rusted and they have a cover you can buy for \$1.00 per square ft. but when you think about a building that size, that is a lot. We are replacing tile and fixing the area around the drinking fountains. When that area gets wet, the tile pops up. They will probably work that area to fix the tile and make it where the tile doesn't pop up. That part of the renovation was right at the \$700,000.00 mark. This would happen for South in two years. We do a renovation every two years because it takes us two years to get it done. Boston asked if we plan to budget 1.5 million every year for maintenance of the buildings. Graham responded, "Yes." Our buildings are our biggest asset and when you start to think about building one like Crab Orchard for 9 million. Or building one from scratch would probably run around \$14 million. Boston asked if the maintenance was just not done? Inman replied, "Not much." Graham said, "It was the first thing that got cut." Graham continued that maintenance is a large amount of the budget. If you are going to have a maintenance department then you are going to have to have money to support it. Boston asked if our maintenance crew would be doing this? Graham responded they would do most of the work. They will do the door replacements. If the job is bid out the labor is part of the bid. Our maintenance crews are in schools everyday doing work. When you have 12 schools and central office that is a lot of building maintenance. They are doing everything from trimming trees and removing brush to patching roof leaks. They will replace the flashing lights and it is CCHS's turn for that. We are going solar. Boston asked about the tile. Graham said the tile labor was part of the bid. Boston asked about HVAC replacements. Graham said they replace the P-tak units but would have to have assistance on the large gas units. We have two HVAC maintenance employees on staff. Inman said, "There are times when the HVAC employees can't keep up." Graham said we have more in the hottest months July, August and September and the winter months or when we have a big weather change. They have to clean the filters and we have thousands of filters in our system. The committee discussed how often they change filters or clean them. They also

discussed some big ticket items parking lots- Pine View is up for that. We have a big dollar amount in HVAC for Martin. Martin may not use all of that but then it would go back in for general HVAC. Boston said "Last year we budgeted \$200,000.00 for nothing but HVAC." Graham said North had \$120,000.00 budgeted for last year and \$100,000.00 for all HVAC. Kingston described the types of things that that would purchase compressors, coils, motors, filters and anything we have to do to the units. Boston asked if we have used all of the budgeted funds from last year. Graham said we are close and we are going back to the cottages at Homestead. Boston asked if all the money went to the cottages at Homestead? Graham said some of it did. Those cottages do not have insulation so it is hard for the units to keep up. They went in and ran gas lines to those and by doing that, we were able to bring the temperatures above 55 degrees in there. We are trying to finish those up and we have about 4 that are not finished. Boston asked if that \$200,000. budget would be used up for HVAC this year. Graham responded, Yes, that is what we anticipate. Boston asked but we don't anticipate dedicating just a certain amount to HVAC units like we did last year in the budget? Graham responded, "I am looking at the worksheet that we had from 18-19 and it looks just like this worksheet. We have South's gym floor, we had tile, Stone's parking lot, which we are doing when school is out." Boston said we included that in the maintenance budget, but separated North's HVAC. Graham said, "We did, just like we are separating Martin's HVAC. Boston said, "But that's not what I mean. Last year we budgeted 1.4, then we went down and approved \$200,000.00 for HVAC. What I am asking is are we not doing that this year?" Kingston responded that we are budgeting this amount. Boston asked, "There will be another line item in the budget for HVAC? Kingston said yes. Boston asked how much it would be? Kingston said \$200,000.00. Boston asked, "For what?" Kingston responded, "That is for motors, compressors, or if we have a PT unit that goes out for about \$25,000.00 or \$30,000.00. That is what that is for. Boston questioned, "So we will have \$1,475,000.00 for these and an additional \$200,000.00 dedicated for nothing but HVAC? Am I correct in that? In other words, this budget draft is actually 1,675,000.00?" Graham and Inman said it would look the same as last year's. Kingston said they had around \$26,000.00 left in that budget line right now. If we have a unit that goes out I will have to pull all of that. Graham said it is hard to think about, but we think Stone Elementary as a new school. It is 20 years old. Those units are dying every day. We have replaced 25 or 30 units there. Kingston said we have replaced 27 units. Brown is right on the heels of that, those ptac units don't last forever. Inman said we are lucky if they last 20 years. Boston inquired, "We had a contract one time with Trane. What did they do?" Graham replied, "Trane consults with us if we are having problems. They come x number of times a year. They are just for consultation. One of the things, when we borrowed that big chunk of money was when they changed out lighting fixtures all over. Then they centralized the units where they could be, for example, if Freddie is having a problem at Martin Elementary he can look at the computer and see what the problem is. He can see what the temperature is in the room. He can monitor the units. If they need to they can go to the schools, but some things can be done electronically. Freddie was trained on all of that. Mary would have to tell you what else they are doing. Kingston said "The main thing the energy systems do is they keep the heat at 68 and the cool at 72." Boston asked, "How much does that save?" Graham said we have opted out of the verify service. Kacee could tell you how much the Trane contract. Inman asked where that would be in the budget? Graham replied it would probably be in the notes. Inman mentioned the 72-degree cool was not very comfortable. Especially when the sun was shining in the room. Boston asked, "They just consult, we actually do the work in budgeting. Graham said we have so many hours per year for consulting. Boston questioned, "What can we do to make this a little more beneficial where our HVAC is concerned. Graham answered, "They are looking for efficiency. That was the plan to save the district money. You can only heat to a certain degree, then you will save money." Boston asked, "So, that is what that contract does? Kingston responded, "It monitors your energy use. It monitors water, electricity and HVAC. Kingston went on to say we only call them when we have an issue with a unit that is not monitoring to us efficiently. They come in and tell us what is going on and why we can't set it correctly. Boston asked if we have a person who monitors this all the time. Kingston said Freddie monitors it. They run reports and it tells them how many problems they are having at each school. Inman said, "Hopefully you don't have five issues at five different schools." Kingston said it happens all the time. The committee discussed where the Trane amount is on

the budget. Boston asked, "We did CCHS renovation two years ago?" Graham said, "Actually last year and will finish this this summer." Boston questioned, "So we budgeted it last year?" Graham explained how we would be finishing and roll that money to finish the products. The roof will be another of those items that we are budgeting for this year and it will not be finished so we will have to roll that money. Boston asked if it would roll in and out of the fund balance? Graham said Nathan is working on that. Boston and Graham discussed the budget amount for the roof and that it has not been spent, but has been in the last two years budget. The Trane contract was located and the committee discussed. They also discussed other services they offered. Graham said they offer energy savings and expressed she would like to have LED lighting in the schools. She said Kington has been making this change slowly with cafeterias and libraries. It is cost prohibited to do all the schools at once. The committee discussed the Trane contract when they changed every light fixtures in every the schools. It was very expensive and we are still paying for that loan. The committee discussed the services and the Trane contract. Boston asked if we have ever had someone come in and assess our HVAC systems? She stated, "We seem to spend a lot of money on HVAC." Kington mentioned, "We have had some agencies come in and tell us how to do things better or upgrade. But it is always their product and it is normally very expensive." Boston said she doesn't know what happened before she came on board, but it seems we spend a lot of money on HVAC. We budget a lot every year on HVAC. I'm just asking have we ever had someone come in and say if you did this, this, this and this, not only would it be more efficient but in the long run it would save money. Graham said you would have to concentrate on your trouble spot, because you wouldn't go in and replace all your heating and air units. Boston agreed we wouldn't be able to afford that. Graham said a lot of the units exceed their life and you get everything out of it. When we budget this amount of money for Martin but we have been replacing HVAC units at Martin every year. Boston asked if the units are the same? Graham replied, "It depends because technology changes." Graham went on to say the units in the cottages at Homestead, those have been an issue for a long time. They were looking for newer technology and more efficient units for those cottages that have no insulation. The units they had in there took up an entire corner of the room. They were so heavy they were weighing the floors down. Boston asked if they were replacing the units at Martin with the same as the units that are there? Kington said they do, replace with the same tonnage. Sometimes we have to change the curve to make it fit in the location it is in. Most of the units in Martin are obsolete. The committee discussed how they replace the units. Some units are for single rooms and some are for several rooms, especially in the office areas. They then discussed the Homestead cottages, how many were there and the fact that every cottage had to have it's own unit. They had to run gas lines to all the cottages. They replaced the units and had to repair the floors where the old units were sitting. The committee discussed how the cottages were difficult because of the age of the units, buildings with no insulation, running the gas lines and reworking the floors. They discussed the schools that would be coming up for new units. The units are normally good for 20 years. That is one of the most expensive repairs we have. Kington explained how she determines which will be next on the list to be replaced. Inman asked where they were doing their maintenance walk through. Graham responded they would be at Homestead on April 26<sup>th</sup>. Stone Elementary would be May 1<sup>st</sup>.

Inman asked about the transition academy. Graham responded they are hoping to replace the building for the Transition Academy. She went on to describe the services they offer to our students who are special needs. They were in portables and they had to be torn down. Graham said she has a rough drawing of the needed facility and has hopes that TCAT and our own construction programs could construct this building. We already have gas and waterlines to this area. Graham said they could build it on the foundation that is already there. That would free up space here. The TEIS grant that we have for Baby Birds is gone. We are going to have to add a three-year-old program at Homestead. We will bring those two three-year-old programs here. We will have a early childhood and a SPED. We will send out surveys and determine the need with early intervention.

Inman asked about the lights at SMHS. Kington explained the issues with the lights and the reasons they are having troubles. They have repaired the lights and they are working now. Boston asked how much it would cost to replace those with LED lights. Inman asked about SMHS new keys? That is a school level item. The committee discussed the keys and how they share them. The committee discussed how

the keys are an issue and how having a code helped with the problem. Boston said she was pleased they are doing the maintenance on our buildings. It appears that has not been the case in the past. Boston made a motion to pass the maintenance budget and send to the budget committee.

**VOICE VOTE:** Boston (mover-yes)  
Inman (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

**5. Other Discussion**

**6. Adjournment**

**VOICE VOTE:** Boston (mover-yes)  
Parris (seconder-yes)  
All Ayes

**MOTION:** Carried unanimously

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**Mrs. Janet Graham**  
**Director of Schools**

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**Mr. Jim Inman**  
**Chairman of Building and Grounds Committee**

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**Jane Franklin**  
**Executive Assistant for the Director of Schools and BOE**