

# Operations Committee Meeting

May 28, 2014

Superintendent's Office

9:00 am

## Minutes:

Committee Members Present: Daniel Mannix, Superintendent of Schools  
Eric Anderson, Board Member  
Michael Hagadorn, Board Member  
Leonard King, Board Member  
Mary LaValley Blaine, School Business Executive  
Gary Lambert, Educational Technology Coordinator  
Dan Noonan, Superintendent of Building & Grounds

The Operations Committee Meeting was called to order by Superintendent Mannix at 9:00 am.

## Topics of discussion were as follows:

- **Building Condition Survey and Capital Energy Project Proposal for Services:**

Superintendent Mannix initiated the discussion by briefing the Operations Committee that the District had received a proposal from Tetra Tech Architects & Engineers to perform a Preliminary Energy Audit, a Facilities Evaluation/Building Condition Survey (BCS) and develop an Energy Performance Contract (EPC) Request for Proposal.

School Business Executive Blaine further explained to the Operations Committee that the Facilities Evaluation was essential to developing the required NYSED Building Condition Survey that had to be completed and submitted to SED in the upcoming year of 2015, and that the Building Condition Survey had to be conducted by a Registered Architect and/or a Professional Engineer. The School Business Executive stated that Tetra Tech had completed the Building Condition Survey for the District in 2010.

The School Business Executive also stated that the cost of the Facilities Evaluation/ Building Condition Survey would be State Aidable as it had been in 2010 and that the proposed cost of the 2015 Building Condition Survey was less than then the one completed in 2010.

It was noted that in the proposal from Tetra Tech, they also recommended in addition to completing the SED Building Condition Survey that they make the necessary updates to the District's Comprehensive Facilities Plan document that was developed in 2010 and that they (Tetra Tech) assist the District in making essential updates to our 5-year Capital Facilities Plan. Both are important planning documents for any future Capital Project to be submitted to SED for approval.

The Operations Committee Members were informed on the Preliminary Energy Audit part of the Proposal from Tetra Tech that would involve an on-site audit of energy usage at all facilities in order to develop a comprehensive list of the potential energy improvements that would reduce the District's energy cost. The audit would include options for generating energy (solar and wind) as well. The list would be used as part of the EPC Request for Proposal. It was also declared that 50% of the cost of the "energy audit" would be eligible for grant funding from NYSERDA.

The Committee also reviewed the EPC-Project Development proposal that had been received from Tetra Tech. Tetra Tech proposes to develop a specialized Request for Proposal (RFP) in order to achieve competitive and comparable proposals from Energy Service Companies (ESCO's). Tetra Tech would also administer the RFP process, as well as evaluate all proposals received from the ESCO's. Tetra Tech would be providing recommendations to the District on whether it is better to perform the work under an EPC Project or through a traditional Capital Project. Tetra Tech would also be making recommendation(s) on the most cost effective approach to reducing energy use in the District.

Mr. King, along with other Operations Committee Members commented on the success of the Phase II part of the EXCEL Project that was under the direction of Garrett Hamlin from Tetra Tech and agreed that he was the upmost important factor in the improved relationship between the District and Tetra Tech.

The Superintendent briefly spoke about the advantages of a Capital Project as he stated that Building/Facilities concerns other than just those associated with energy saving could be address. Superintendent Mannix mentioned that a Capital Project may address variety of issues, such as security, facility improvements and energy performance enhancements.

Superintendent Mannix recommended to the Operations Committee to seek the approval of the Board of Education for the proposal provided by Tetra Tech and to have the proposed work completed in order to gain further information to assist the Committee in providing a recommendation to the BoE as to which type of project may best serve the District's needs.

School Business Executive Blaine cited that there would be a need for a budget transfer to be prepared by the Business Office and approved by the BoE in order to cover the cost of completing the proposed work by Tetra Tech.

Upon completion of the discussion; it was agreed upon by Committee Members to go forward with a recommendation to the BoE to approve the proposal from Tetra Tech to provide the services as outlined in the proposal following the review of the proposal by the District's Attorney.

- **Cumberland Head Elementary School (CHES) Playground Ball field:**

Superintendent Mannix opened the discussion regarding a request from the Members of the CHES PTO/Elementary School to have a ball field backstop erected on the playground.

Following a brief discussion among the Committee Members; Mr. Noonan stated that he would contact the interest staff at CHES and walk the field to determine a suitable location for the installation of the proposed backstop/ball field. Mr. Noonan further stated that once an appropriate location was agreed upon, he would solicit quotes from local fencing contractors in order to determine what the cost would be to install the backstop. Mr. Noonan implied that he intended to capture any unused budgetary funds to cover the cost of the back stop installation.

- **Technology Update:**

Educational Technology Coordinator Lambert commenced to briefing the Committee on the current status of the recent wireless installation/upgrade of the District's Facilities. Mr. Lambert described how during the upgrade he was able to replace the existing "core" switches with switches that were smaller, faster, more energy efficient and operationally cooler.

Educational Technology Coordinator Lambert further informed the Operations Committee that the original seventeen "servers" were replaced by two servers that had the capability to be expanded if the need arose. It was explained that his team was still in the process of running connecting cables throughout the facilities and that the access points were close to being activated.

The Technology Coordinator went into much detail as he enlightened the Committee on the various different types of Networks and the use/limitations of each type of network. He continues to explain how the new system would be compatible and accessible with various mobile devices

Superintendent Mannix spoke about organizing a ceremony upon the completion of the Technology Upgrade to acknowledge the project.

- **Other Discussions on Natural Gas and End of Year Projects:**

Mr. Hagadorn and Superintendent Mannix briefed the Committee on the current status of the Natural Gas procurement effort. Superintendent Mannix explained that NYSEG and the Public service Commission (PSC) were still in the process of working out a number of details and that the proposed project to bring natural gas to the district was still actively being promoted.

Mr. Hagadorn spoke of his recent telephone conversation with the representatives from NYSEG and also informed the Committee of an upcoming scheduled meeting on June 3<sup>rd</sup> between the Town of Beekmantown Supervisor and NYSEG Representatives. Mr. Hagadorn concluded the discussion on Natural Gas by expressing continued interest in following the development of the project closely.

- **Year-End Projects**

Mr. Anderson questioned Superintendent Mannix about whether there was any end of the year projects in the planning. Superintendent Mannix proclaimed that the focus of the year end projects would be curriculum based to build programs for the students.

Meeting Adjourned at 10:05 a.m.

Respectfully Submitted By;  
Dan Noonan  
Superintendent of Buildings and Grounds