



Committee: Marblehead School Committee Facilities Subcommittee

Chair: J. Schaeffner

Meeting Date, Time & Location: July 24, 2025 Widger Road & hybrid via Zoom

SC Members Present: H.Gwazda, J. Schaeffner

Other Attendees: Todd Bloodgood, Mike Pffierling, Gene Raymond and Molly Paris (Raymond Design Associates), Lena Long and Brian Dacon (Left Field), Mike Belgi (industry expert), Sarah Fox

Agenda: [Link](#)

Meeting Recording: [Link](#)

Minutes Respectfully Submitted By: Henry Gwazda

Call to Order

The meeting was called to order by Ms. Schaeffner at 1:35pm. There was no public comment.

High School Roof / HVAC project

Ms. Long and Ms. Paris (with Mr. Raymond and Mr. Dacon) presented the updated schedule: design in progress; bid documents targeted for late September; bidding in October; construction start summer 2026. Bid will include two roof approaches authorized on 2025-07-02: roof re-cover (new membrane over coverboard) and roof restoration (liquid-applied coating), both with removal of wet insulation; HVAC work proceeds in the same package. A follow-up infrared scan is planned in the next few weeks; bidder pre-qualification is required and a walkthrough will be held during bidding. Next steps:

- Left Field to deliver 60% estimate and finalize bid set: due end of September 2025.
- RDA to conduct follow-up infrared scan and verify fascia condition during roof walks in early Aug.
- Administration to form pre-qualification committee with construction-experienced reps; set scoring.
- Left Field to schedule and notice pre-bid walkthrough (with bid issue, in October 2025).
- Administration to place contract award on Select Board & School Committee agendas - Nov '25.

Solar readiness on the high school roof

Mr. Rice (SMMA) confirmed the original structure was not designed for PV loads; targeted structural review could identify feasible zones (e.g., gym/auditorium). The committee agreed not to delay the roof/HVAC project; consensus to stub capped conduit for future PV to avoid cutting a new roof later, with Marblehead Light Department to lead any PV initiative and structural due diligence. Next steps:

- RDA to include capped PV conduit stubs at multiple roof levels in the bid (with bid set in Sept '25).
- Administration to reengage Marblehead Light re: PV ownership, structural review scope, timeline.
- Administration to bring PV-readiness update to full School Committee.

High school roof access / flag change logistics

Mr. Pffierling described current unsafe flag access - team is exploring a ground-operable solution without relocating the flag. Options are constrained by soffits and existing cage geometry. Next steps:



- RDA to propose safe, code-compliant flag access detail (ground-operable if feasible). Due: with 60%–bid documents (September 2025).
- Facilities team to document current roof condition during August roof walk; share with designer.

High school roof site walks / schedule

Manufacturer/accompanied roof walks were scheduled. Attendance by committee members is welcome (there can be no deliberation on site). Next steps:

- RDA to confirm roof walk time and safety requirements.
- Committee members to notify Facilities if attending.

Summer 2025 projects overview

The facilities team reviewed active summer work. Highlights:

- Brown—cafeteria bottle filler; EV chargers (3 stations/6 ports) using existing conduit.
- Glover—new LG rooftop units and controls; repaint whiteboard walls; PTO-funded climbing structure; playground resurfacing at ~\$62k (town funding \$60k; \$2k gap).
- Village—window re-caulk; new serving lines; scoreboard delivering 8/1 (install following week).
- Veterans—mini-split for computer lab; PAC seats reupholstery (week of 8/18); PAC repaint (operating funds); D-wing roof & two rooftop units; gym wall padding; basement clean-out; added door for security; kitchen equipment upgrades.
- High School—new entry doors; epoxy repaint of main stair; new synchronized clocks; cafeteria speaker/strobe upgrades for audibility; cafeteria exhaust fans like-for-like; auditorium door/frame replacement; boiler replacement (capital); secure gate at emergency road (police/fire priority control).

Next steps:

- Facilities to research Brown EV chargers roles/funding with Marblehead Light and Gary School Building Committee records; confirm conduit routing/termination.
- Food Service to submit DESE approvals for kitchen/serving line purchases.
- Facilities to complete Village scoreboard install w/o 8/4/25 with Marblehead Light; remove old unit.
- Facilities to close \$2k gap for Glover playground resurfacing and schedule work before school — Due: late August 2025.

Brown School Fencing

Fencing to secure a parking-lot boundary remains outstanding; an earlier quote lapsed and costs rose ~25%. Next steps:

- Facilities to obtain updated quotes and funding source; consult prior commitments.
- Administration to bring recommended award for fencing to School Committee if needed in Sept.

Maintenance Management System / Preventive Maintenance Tracking

Members discussed moving to a modern CMMS to barcode assets, schedule PM (filters, belts), and improve ticket data; procurement likely requires an RFP and startup plus annual subscription funds (target FY27). Next steps:



- Facilities to draft feature requirements and procurement path (RFP vs IFB) with cost ranges.
- Administration to identify funding strategy (startup vs. recurring) for FY27 budget.

Five-Year (master) Facilities Plan / 2021 EBI Assessments

Prior EBI reports (2021) exist for each school, and spreadsheets roll recommendations into a multi-year plan. Facilities will map what has been completed vs. open, and note items needing re-assessment (e.g., corrosion, overhangs). Next steps:

- Mr. Bloodgood will provide written status by school (critical/non-critical/capital) by Aug 31, 2025.
- Administration to circulate EBI reports and consolidated spreadsheet to the subcommittee.

Pre-Qualification Committee & Timeline (roof/HVAC bid)

Statute requires town/district reps plus OPM and designer; members recommended including local professionals with large-project experience. Scoring criteria must be set before applications are reviewed.

Next steps:

- Administration to propose committee membership and scoring matrix.
- Left Field to publish pre-qual schedule aligned to bid (due with bid calendar, September 2025).

Other Business

Ms. Schaeffner requested building walkthroughs to review conditions before or just after school opening.

Next steps: Facilities to propose dates/routes and safety protocols for walkthroughs.

Next Meeting

Members will target a meeting the week after school opens (week of 2025-09-08) for opening-of-school facilities status and to finalize the pre-qualification committee/scoring.

Adjournment

The meeting was adjourned by Ms. Schaeffner at 3:31pm.