

## **Facilities and Operations Subcommittee**

Wednesday, January 21, 2015  
5:30 PM

School Administration Building  
417 Rock Street  
Fall River, MA 02720

### **AGENDA**

- Update on Westall School
- Review and prioritization of capital projects
- Update to subcommittee on Cozy Bus and noise ordinance
- Update on school cleaning procedures

### **MINUTES**

The meeting was called to order at 5:29 PM. Mr. Hart read the Open Meeting Law.

A roll call for attendance showed that Mr. Costa, Mr. Hart, and Mr. Maynard were present.

Also present was Superintendent Mayo-Brown, Mr. Tom Coogan, Mr. Kevin Almeida, Mr. Tim McCloskey, and a member of the press.

Mr. Hart noted that the first item on the agenda was the update on the Westall School

#### 1. Update on Westall School

Mr. Coogan explained that the school had been vacant since January 15<sup>th</sup> when the loss occurred with the roof. The school was vacated. In order for it to be reinhabited it would need to be brought up to the current building code to function as a school. One of the thresholds was that 58% of the space within the building has to be compromised or damaged in some way. An architect and adjuster have looked at it and the city recently acquired a private adjuster to represent the city's claim against the insurance company. It seems that all of the thresholds have been satisfied so that the break would be in the city's favor and the insurance company would be liable to fund the repairs to bring the school back up to code. That was a major stepping point because the cost to rehab the building and address the issues will have to be funded by the insurance company. For the insurance company to move forward once the amount and scope of work is settled on, it would then have to go out to bid. Given the timeline for those things to take place they are looking at late next school year but most likely September 2016 before they could reinhabit the building. There is quite a bit of work that needs to be done. In addition to that settlement and the items being repaired and refurbished under the settlement; there may be some additional work needed such as items that were not affected by the loss and are not a code issue but things that the Committee has spoken in favor of in the past such as the outside playground area and a slope to the lower part of the yard that needs to be corrected. Those items would not be funded by the insurance settlement so the School Committee and city would

need to work together to finance those items. He also stated that if the Committee takes on a project that is over \$150,000 it then becomes a capital project and a net school funding issue.

Mr. Hart asked if the slope was a result of the roof.

Mr. Coogan responded no.

Mr. Maynard asked if the \$3.1M that is still owed by the city could be used for this.

Mr. Coogan said potentially; however, they are realistically looking at about \$500K between outfitting the rooms, playground, retaining walls, paving, technology, etc. and once a project hits \$150,000 and becomes a capital project it would be backed out of net school spending (NSS). He thought in the interest of how the Committee operates with the city, they would need to communicate around those issues.

Mr. Maynard asked how long the school has been closed.

Mr. Coogan responded since January 2013.

Mr. Costa said it has been two years and asked if the city has given any realistic time frame as to when they are going to be settling the issue with the insurance claim.

Mr. Coogan said it is his understanding that it has been resolved at this point.

Mr. Costa asked where they were in terms of being able to get the building back online. It appeared that before the Committee can make any decisions about what could be a potential use for that building; they have to first make sure that the city is agreeing to release the funds to do their piece and make sure it is inhabitable.

Mr. Coogan said the city is the policy holder so up until this point they were trying to work out if the building was going to be put back into service or written off. At this point, it appears that that has been resolved and now the city has to settle on a scope and a bottom line amount. Mr. Coogan handed out a document that had some figures listed and said once that amount is settled on; they would go out to bid.

Mr. Costa asked when that was anticipated to happen.

Mr. Coogan said his understanding is that they are working with an architectural firm right now on code compliance and scope and that is the last issue to be resolved. He does not have an exact timeline.

Mr. Costa said it is no secret that class sizes are too large and has been an issue for a couple of years. Having more students is not a bad problem to have but having lack of space for them is the problem. They have a need to remove some of the students from some of the classrooms; however, there is no physical space to do that. The Westall School is a key piece of that. He asked if Mr. Coogan had been in contact with Corporation Counsel and if Mr. Howayeck was the person handling this for the city.

Mr. Coogan said currently, yes. He believed it was the former City Administrator prior to that and since then the current City Administrator and the Director of Community Maintenance.

Mr. Costa asked that Mr. Coogan stay in touch with Ms. Viveiros or Attorney Howayeck to get regular updates on where the project is going with the emphasis being that the Committee would like some options when it comes to reducing class sizes and the Westall is a huge part of the equation. He understands they have to do their piece but felt two years was a lengthy time to haggle with the insurance company.

Mr. Costa added that he also appreciated Mr. Coogan keeping it in focus for the Committee the process and funding in regards to net school spending. He noted that Mr. Maynard raised a good point that there is \$3.1M of NSS funding that has not been addressed yet from last year and is a conversation they will need to have with the new administration. Before they start another budget cycle the conversations need to be had because if it is not addressed soon the numbers could come dangerously close to falling under the 95% threshold.

Mr. Coogan said that was the other reason he wanted to mention the timeline was because if they were to set aside a portion of that money and the building is not ready within the following fiscal year, he wondered what would happen with that funding. They did not have the space to warehouse classroom furniture but the money would need to be spent within a certain time frame. It was another consideration for them.

Mr. Costa said they are going into their budget preparation now and knowing where they stand for next year in terms of the building being available or not would assist them in preparing financially for the opening. They are going to be making decisions on how to prepare their FY16 budget and without information on whether or not the building will be available for use; it puts them at a disadvantage for planning purposes in terms of resources that they may want to budget for.

Mr. Coogan added that in addition to outfitting the building, they will need to staff it as well.

Mr. Costa said he did not think they were going to get to the bottom of the issue that evening but that it was worth further discussion. He suggested to the Chair that a letter be sent to corporation counsel and the city administrator requesting that they attend a future Facilities and Operations meeting to update the Committee on the timeframe for when a decision will be made. He thought if the building was not going to be available to them in 2015-2016 they needed to know that.

Mr. Hart asked that the letter be sent this week and that another meeting be scheduled toward the end of February to further discuss.

Mr. Costa thought they could be preparing concurrently with the budget, finances, and staffing as they prepare to move in and if not, they would at least have a better sense of when they would need to start that process so that they are prepared when the building is ready to be occupied. He reiterated that time is of the essence. He understands there were some setbacks with the insurance because it is a large claim to submit but thought they needed to get going on it.

Mr. Maynard said that they are paying the insurance and did not think they should have to sit two years to wait for something.

Mr. Coogan said he thought the challenge was finalizing the amount which has since been overcome even though it has taken this long.

Mr. Maynard thought that the previous Mayor's office and the school department should have been more on top of it. He asked about requesting monthly updates on the status of the building and thought they would need to put pressure on them.

Superintendent Mayo-Brown explained that the School Committee and school department are tenants in the building and the city is responsible for taking care of any renovations. They will follow up and Mr. Coogan will stay in contact with the city to keep them updated as to when the building can come back online. She thought with the preliminary information they did have they should not expect it to be before September 2016. Until that claim situation is handled between the city and the insurance company, the School Committee and school department's hands were tied.

Mr. Coogan said it has been difficult for the school department being one step removed because the insurance company deals directly with the city. He added that it is his understanding that they are closer than they have ever been before.

Superintendent Mayo-Brown said they will send a letter as requested.

Mr. Hart asked about the Wiley school and if there was a way they could wait on Westall because it is going through the insurance issues and have discussions about doing something at the Wiley in the meantime.

Superintendent Mayo-Brown said that was a good segway into the capital projects agenda item because that was an item for the Committee's consideration.

Mr. Coogan asked if there were any other questions regarding Westall before they moved on. There were none.

Mr. Coogan explained that he had a number of capital projects that he would like to put forth before the Committee and that there was a lot to consider. He provided the Committee with a handout.

Mr. Coogan explained that the Wiley School had been vacant for a period of time so they are in the same situation as Westall. In order to reoccupy the building, it has to be brought up to the current code. He gave a quick summary of Wiley stating that it was smaller than Westall. He thought Wiley was just under 20,000 sq. ft. and the Westall was closer to 33,000 sq. ft. with the Westall being three stories above ground and a basement and Wiley two floors and a basement. He noted that Wiley has no handicap accessibility either and in order to comply they would need handicap ramps outside and an elevator to the second floor. An elevator is in the range of \$160,000. Also, one of the parts of the code is that the bathroom has to be within one floor of any classroom and currently the bathrooms at Wiley are located in the basement which puts them out of reach to the second floor. For code purposes the bathrooms would need to be moved to the first floor.

Mr. Coogan continued that during the time that the building was vacant it was vandalized and copper piping was taken from the basement so there is quite a bit of plumbing to be done. In addition, when the vandals removed the plumbing they yanked it down from inside the wall so they do not know the extent of the damage. The wall may have to be disassembled and the plumbing reconstructed. He explained that there are number of variables and some potential big ticket items that would need to be done to get that building back online. He thought a realistic placeholder for what it might cost would be somewhere in the \$400,000 - \$500,000 range which was also well above the \$150,000 capital projects threshold.

Mr. Maynard asked if there was any insurance on the building.

Mr. Coogan said no.

Mr. Costa questioned that the city did not carry an insurance policy on such things like fire, theft, and vandalism.

Mr. Coogan said he is not sure.

Superintendent Mayo-Brown said they would look into it.

Mr. Costa asked that they do because he thought they would have to have some sort of coverage.

Mr. Hart asked if there were any other questions.

Mr. Coogan asked Mr. McCloskey if there were any other items regarding the Wiley that he would like to address.

Mr. McCloskey responded that Mr. Coogan had covered everything and added that the wildcard was not just the plumbing but the mechanical items that were also vandalized during the break noting that they took the water meter as well. He thought there would have to be a really good look at the building to get a final cost.

Mr. Costa thought that was something that they would need to explore before they committed any resources to occupy the building.

Mr. Maynard had suggested the facilities subcommittee have a walk-through.

Mr. Costa said if it came to that point they could but thought that having a plumber or contractor come in to assess what it would cost would be helpful.

Mr. McCloskey said that they could get in the building any time by contacting him.

Mr. Costa thought that before they discuss reoccupying that it would be wise to have someone take a look at the repair costs to ensure them that it is a good move.

Mr. McCloskey said it is also his experience that when they turn a building back on with the heat they lose whatever paint is on the wall.

Mr. Coogan said from a cosmetic standpoint the building is in good shape but the issue is that it has been cold and when the heat is turned on the paint shrinks and contracts. He added that they use it for storage so they are in and out of the building on a regular basis.

Superintendent Mayo Brown asked if it was the subcommittee's wish that they get a better assessment on the cost of the plumbing.

Mr. Hart said yes and not just the plumbing.

Superintendent Mayo-Brown asked about a full assessment.

Mr. Costa said he would not invest a whole lot of financial resources to do that and asked if they had people who are qualified.

Mr. McCloskey said they have plumbers on staff and contractors that he deals with every day and he could bring somebody in to give them a ballpark figure.

Mr. Costa thought a general estimate would be helpful.

Mr. Coogan then started to go over the other projects listed noting that they were not in any particular order and the buildings were listed alphabetically. He noted that there were a couple of items that Mr. McCloskey would speak on behalf of to move up as a high priority and he would leave it to the Committee to prioritize the rest.

Mr. Coogan explained that Durfee has a number of issues. They are all confident and hopeful with the way the MSBA process is moving forward but if everything fell as it should and the project was approved they are looking at 3 1/2 to 4 years away for a new school building. In the meantime there are some things that they expect to have to address in the Durfee building such as the pool filter for \$30,000 and units for the 37 year old heating system. They put in a placeholder of approximately \$10,000 each (\$30,000 total) for servicing the 26 units and \$17,500 for rooftop fan drives which are about \$3,500 each.

Mr. Coogan further explained that a couple weeks back in the main office complex hallway there was an electrical fire with one of the office's electric heater units and a few days later they had an issue with another one of the units. Two of the ten units are out and are approximately \$2,300 each. They would be looking at \$23,000 if all ten had to be replaced.

Mr. Costa noted that he saw two of the items listed in red and asked if that was an indication of the administration's priority.

Mr. McCloskey said yes; those were the items that he thought were most important.

Mr. Costa asked regarding the pool filter how much they currently had in the use of schools budget.

Mr. Coogan said off the top of his head about \$30,000.

Mr. Costa said they are talking smaller projects for the use of those funds.

Mr. Coogan responded yes; some of that money was used for the Durfee camera project the previous year.

Superintendent Mayo-Brown noted that \$25,000 of that was payment from the bus company for the fine.

Mr. Coogan said he was talking \$25,000-\$30,000 on top of that.

Mr. Costa said that is still nowhere near the amount needed to cover any of the projects.

Mr. Coogan answered no and that typically they wait for it to build back up and then select a project.

Mr. Costa asked if the replacement of the pool filter would be a project that they could use funds or revenues that come from athletic events.

Mr. Coogan said typically they have not used those funds for capital expenses although there are items such as scoreboards and sound systems - smaller scale items - that they have.

Mr. Costa said the pool is used for athletic events primarily. He was not sure what the athletic department does in terms of revenues throughout the course of the year and knows they have some expenses to pay such as referees, score keepers, etc. but wondered on an average year how much revenue is drawn from the gate.

Mr. Coogan said he did not think a capital project like that could be funded through that account.

Mr. Costa explained that he was just looking for a different avenue and they would not need to absorb the whole \$30,000 but if they have the means through gate sales to assist, it would free up that money for other capital projects that the Committee may want to consider.

Superintendent Mayo-Brown asked Mr. Almeida if he knew.

Mr. Almeida said paying those items from the athletic revolving fund would not be an issue. He explained that athletics has a budget that sits within the operating budget and an athletic revolving fund where the gate receipts come from for basketball games, football games, etc.

Mr. Costa asked if the revolving fund was the one they get the updates on when they get updated on the revolving accounts.

Mr. Almeida said that was correct.

Mr. Almeida said if they received a donation they could use it as long as the donation was for the intended purpose.

Mr. Costa thought there may be some other options available when it comes to the pool specifically because it is primarily used for athletics. He is not looking to drain their accounts but if they are able to assist it could free up operating money to put towards other projects.

Mr. Costa continued by asking about the electrical heaters and if there are two office areas that have no heat currently.

Mr. Coogan said they heat them temporarily by using portable heaters

Mr. McCloskey said there are currently two down and they are due to come in next week. He ordered an extra for a spare in case another situation arises.

Mr. Costa asked if the rooftop units are checked annually.

Mr. McCloskey said they are inspected weekly.

Mr. Costa asked if it would be more cost-effective to rehab the ones that they have or coming up with a plan to address the life expectancy.

Mr. McCloskey said they change the filters on the time and are always checking belts and looking for vibrations that they might feel may be causing some inefficiency. They typically do all of the preventive maintenance that Mr. Costa was mentioning.

There was lengthy discussion as to what preventative options could be done to extend the life of the units to get them through the next 3 ½ to 4 years.

Mr. Coogan explained that Mr. McCloskey is already doing the maintenance that is being suggested to try to stretch the life of the units which he indicated are probably 15 years past the maximum of expected life expectancy. He thought over the next two years \$30,000 was a realistic placeholder in case any fail.

Mr. Costa said if the maintenance is being done that is fine. He was just looking to extend the life expectancy of them between now and the building of a new school. He felt it was a lot of money to replace rooftop units that they may not need anymore because they might have a new building.

Mr. Maynard asked what the guarantees are if they replace the units.

Mr. Coogan said it is usually a one year warranty.

Mr. Hart asked if there were any other questions on the priority list.

Mr. Coogan asked that he just complete going over the list and went on from Fonseca through the list noting what repairs were needed at each school building.

There was discussion about the request to rebuild the main entrance at RPS due to safety concerns.

Mr. Costa wondered if it was possible to reconfigure where the classrooms were.

Mr. Coogan said it was a management issue and more about security checkpoints, access, and the potential to go back out. He noted that it was \$10,000 to cover that repair but not all of it was parts and labor but the cost of an architect involved to design the entrance as well.

Mr. Coogan noted that there were several issues with the Stone school as well. The Principal also supervises the ACESE program that is currently located at the Boys Club. They have explored the possibility of bringing that program back into the school building and would have to move it to the second floor which is not being used currently other than for some storage and office space. There would be an issue with handicap accessibility from the standpoint of the state. They recently went through certification with the Stone program with their inspections with the fire department and the health department. In order to make the building handicap accessible they would need an elevator which is \$165,000 item. There would also be some minor repairs to the second floor in terms of paint and some other things to make it accessible. He added that there is also some work needed on the outside of the building and the eaves underneath the slate roof are in need of repair. That would be a significant project and potentially expensive venture that would have to go out to bid. He noted it is about \$300,000 to repair the eaves. If it is a building they want to keep online, they are going to have to service it.

Mr. Maynard asked if any of this would go out for bid.

Mr. Coogan said all of it would. Anything over \$25,000 has to go out for bid unless it is under state contract.

Mr. Maynard asked if they get three bids.

Mr. Coogan responded that they get as many as reply. Normally when he goes out for an RFP it is handled through the procurement office at City Hall.

Mr. McCloskey noted that he had some current vendors help them with some of the estimates so they always like to get a better price but these estimates are pretty good.

Mr. Coogan explained that the heating system at Talbot is all electric and the building is built on a concrete slab with a number of the pneumatics buried in the concrete and throughout the walls. The compressor that services the system runs day and night to try to keep it operating, and they use outside contractors to service most of the electrical units. Parts are an issue given the age of the building and it is an ongoing issue with the design of the building. He noted that \$10,000 has been spent just this year patching and getting it back online. Talbot will likely be their next project for the MSBA. He explained that the system is on life-support at this point and is not very efficient. There is no way to quickly convert it to something else because there is no gas service in that part of the city given the location along Route 24. They do have a solar array on the roof.

Mr. Costa asked if they had explored wind and noted that it is windy there in the summertime. He also thought as far as placement there would be plenty of room in the back for something like that and could maybe cut some of the energy costs.

Mr. Coogan said the energy partner for the city is Ameresco and would be something for them to look at.

Mr. Costa said he is not looking for this to happen tomorrow but it seems like if the main source of energy is electric it may be a way to offset some of the cost.

Mr. Coogan went over why some of the sites for the turbine on the property might not be viable and that the site Mr. Costa was suggesting in the fields could possibly be a site to build a new school on one side and demolish on the other so he does not know if they would want to make a major investment in that area if it is potentially a building site.

Mr. Costa thought maybe the northeast corner in the back where the parking lot ends and the field begins might work.

Superintendent Mayo-Brown noted that BCC has a turbine.

Mr. McCloskey said that back when Ameresco was doing their pitch to the city windmills were discussed and Talbot was one of the sites they mentioned.

Mr. Costa said he thinks sometimes they have these conversations and everyone gets excited and they sound good and then they go by the wayside and never hear about them anymore. In the meantime, they continue to use tax payer monies to fund inefficiencies. They can continue to do the same thing and pay the energy bills which they know are going up or they can start to revisit some of the things they thought were good ideas like wind and natural resources and see what it would cost to do it. He

knows there has to be certain requirements met in order for it to be viable. He thought it would be worth talking to Ameresco and getting their thoughts on it.

Mr. Maynard asked if it would affect the neighbors.

Mr. Costa and Mr. Coogan did not think it would affect anyone at the location they were discussing.

Mr. Coogan added that noise depended on the size of the unit. He continued that there is also an issue with the front door at the school. It has already been ordered and will be replaced by the end of the month.

Mr. Coogan completed reviewing the remainder of the list.

Mr. Hart asked about adding air conditioning or fans in the older buildings.

Mr. Coogan said a lot of the older buildings do not support a great deal of that but they could look into fans.

**MOTION: Mr. Costa – Mr. Maynard: To refer the District’s Buildings Priority List to finance.**

Discussion

Mr. Hart said he had tried to recommend years ago that they create a maintenance fund for every school that is built and it was difficult to do at the time. He wondered if that could be discussed with the new Durfee if everything works out and asked if that was something that was possible for each school throughout the city.

Mr. Coogan said it is not something they are able to do within their budget because the city owns the buildings. He felt that there needed to be some mechanism for creating a fund to do that. They saw the way the MSBA operates; they changed the way they operated and did something based on the state sales tax and generated a fund that they now use to fund projects through the MSBA.

Mr. Costa said there was some discussion with the city a while back about utilizing the money from the sale of schools to create such an account where that money would be put aside for the upkeep and maintenance on those buildings. He wondered if there was any further discussion with the City Council.

Mr. Costa asked if someone could follow-up on that and if it was not discussed, they could make a formal request.

Mr. Maynard said he thought he had asked the former Mayor if they should be entitled to some of those monies and never got an answer.

Mr. Costa said he had a conversation with a city councilor who indicated that they would bring that to the council floor and make that recommendation and he does not know if that ever happened or if it got shot down or never made it there. He asked for a follow-up. It would make sense to utilize the funding from the sale of the schools that were once school buildings to upkeep the buildings.

Mr. Coogan mentioned that they discuss a budget that maintains level services but in some cases – particularly Mr. McCloskey’s – he has been level funded for a number of years. He explained that

there are a lot of contracted services and when new buildings are brought online they require new contractors for HVAC, etc. and more and more of his funds are pre-committed at the level that he is funded at for contracted services every year. They are at the beginning of the budget cycle and will revisit the issue down the line but a lot of maintenance issues come up because they have held the line on the maintenance budget for years. He noted that Mr. McCloskey does a terrific job of managing it but in some cases some of the repairs are deferred because of a lack of funding.

Mr. Maynard said he is glad to see this tonight and it shows that they are looking at the buildings and keeping them up. He thanked the Superintendent, Mr. Coogan, and Mr. McCloskey for their work.

Mr. Coogan said when they did the capital plan a few years back there was an analysis of the maintenance needed as part of the recovery plan and they are in the process of updating the inventory of all the buildings because things that they had identified 4-5 years ago have since been corrected.

He asked that Mr. McCloskey go back to his high priority items and if they do receive funding from the city these items would be front runners and then the items that remain would be another discussion for the Committee to prioritize.

<b>All were in favor</b>	<b>None were opposed</b>	<b>Motion Passed</b>
<b>MOTION: Mr. Maynard – Mr. Costa: To accept the red items listed as first priorities.</b>		
<u>No discussion</u>		
<b>All were in favor</b>	<b>None were opposed</b>	<b>Motion Passed</b>

### 3. Update to subcommittee on Cozy Bus and noise ordinance

Mr. Coogan said that he had just come from an ordinance meeting and does not know what they can lend to the situation. They do business with the company, not an address. Cozy has operated at its current location for a number of years. There is a dispute with a neighbor over the noise in the morning. The noise issue has to do with the fact that the vehicles beep when they back up when they are moving them around. They do a circle check and do a warm up routine in the morning and it is disturbing the neighbor. The neighbor is requesting some mitigation such as a wall to dampen the sound. The owner of the bus company is working with their attorney to try to accomplish that but at the same time they are looking for some relief or protection from the city side because they have been identified as a nuisance property because they are starting the buses every morning at the same time.

Mr. Hart asked what time.

Mr. Coogan thought 6 AM.

Mr. Hart thought that was the time the ordinance allowed.

Mr. Coogan said it was 7 AM. He noted that there are a number of things that happen within the city before the 7 AM ordinance so some of the discussion that evening had been that there is a breaking of the noise ordinance every day in the city and the law needs to be adjusted. The Corporate Counsel is putting a draft together and they are going to have another meeting of the ordinance committee within the next week or so and try to adjust the ordinance so that it makes sense and perhaps allows some exceptions. The issue was tabled and will be revisited in a short period of time. In the

meantime, the company is incurring a fine every day but still providing services according to the contract they have with the school department. He hoped to see a resolution shortly.

Mr. Maynard said it seemed that it was nothing to do with the school department.

Mr. Coogan said depending on the outcome, it could potentially impact their service to the school department and could affect delivery of students. He will keep them up to date when he hears more.

Mr. Coogan asked to make one other report out to the subcommittee. As they head towards the spring, there are some devices that will be added to the rest room and concession area at Durfee and some repairs and upgrades that will be made as well. Griddles and some catering devices will be added. There is going to be some investment made in the food service area there and will require them to put in a fire suppression system, etc. Typical upgrades will be around \$15-20K.

Mr. Maynard asked where the money was coming from.

Mr. Coogan said they are food service items so it will come from the food service account and not the operating budget. It will be used when needed by the school department and protected when outside groups are renting the facility.

#### 4. Update on cleaning procedures

Mr. Coogan explained that they had brought in a trainer who had developed a system called Process Cleaning for Healthy Schools. The trainer worked cooperatively with the custodial department who was looking for some professional development around cleaning techniques, etc. It is a very structured routine. They use a train the trainer model and are currently in about six schools and add a couple of schools each year. It requires some investment such as equipment. The process saves time – not because more work is expected to be done in the same amount of hours - but has allowed them to structure their time so that some of the work that they do during the summer break period can be done throughout the year periodically so it leaves less work for the huge summer cleaning season. They have had very positive feedback from the schools that it has already been implemented in. There is a regular sanitizing program as part of it so buildings are being well-sanitized and can be tested with strips. It is working really well and is being monitored to make sure it is followed.

Mr. Costa asked if they see an uptick in a particular school building with attendance/sickness; is there an ability by the custodial staff to address that in short time or to utilize part-time custodians.

Mr. Coogan said they can certainly do something like that and also have nights and weekends that they could use with some overtime if needed if they were short staffed in a building. He is also in constant contact with the nursing supervisor who immediately puts in protocols to try to identify what is happening.

Mr. Costa said he just wants to make sure there are systems in place and if they have the resources and they hear a particular school is running with a stomach virus they can respond to that by going the extra step in hopes to end what is going around or mitigate it enough where it does not become a huge problem for attendance.

Mr. Coogan said it is absolutely a strategy they employ but also wanted to point out that they go in at night and sanitize rooms and bought machines that do a great job sanitizing bathrooms. He noted that

they can go in and do it on a regular basis every day but cannot prevent the personal contact students have where they are picking up germs as well.

Mr. Costa said he does not want to create a bubble atmosphere and kids are going to get sick but if they can head off those that seem to be running through a school.

Mr. Coogan said as they bring in any new part-timers or they move up, they are also trained in the new cleaning process as well. The union is behind it and has done a terrific job cooperating. The goal was in 3-4 years to do every single school and outfit them with the right equipment and they are just about at the half way point and it is working terrifically.

Mr. Maynard asked the cost involved.

Mr. Coogan said there was two years ago when they first brought them in but since then it has been the school department's trainer that has been doing the training.

Mr. Maynard asked what the initial cost was.

Mr. Coogan said it was about \$15K for bringing the trainer in for two weeks. A little less than an employee for half the year but it has turned out to be very well worth it.

**MOTION: Mr. Costa – Mr. Maynard: To adjourn.**

**All were in favor**

**None were opposed**

**Meeting adjourned at 7:14 PM**

Respectfully submitted,



Administrative Assistant for  
School Committee Services

Please note: A videotape/DVD of this meeting is on file in the School Committee Office and is available for review by contacting the Interim Administrative Assistant for School Committee Services.