

**School Administrative Unit #64  
Milton Facilities Subcommittee Meeting  
Wednesday, June 11, 2014  
Nute High School & Library Community Room**

**Facilities Committee:**

Brandy Banks – Chairperson, Andy Crone

**Administration:**

Michael Tursi – Superintendent of SAU #64, Andrew D’Agostino – Business Administrator,  
Bob Adams – Facilities Team

**Visitors:**

Douglas Shute, Douglas Kilmister – Principal of Milton Elementary School

**Brandy Banks called the meeting to order at 5:02pm. Mr. Kilmister led the Pledge of Allegiance.**

**Public Comment:**

At this time there were no public comments.

Minutes of last meeting on May 14, 2014:

Corrections to be made were as follows:

- ✓ Mr. Shute is not a member of this subcommittee. Therefore his name should be listed with the visitors.
- ✓ The B.R. Jones bid for the 1959 building and gymnasium is \$66,180.00.

Brandy Banks made a motion to accept the minutes of May 14, 2014 as amended.

Andy Crone abstained from voting as he was unable to be present for the entire meeting on May 14, 2014.

**School Dude:**

- Base cost will be the same as previously discussed. Wakefield will have School Dude presented to their board a second time.
- The sum of \$5381.00 reflects the annual cost plus the start-up fee which covers all training modules.
- The entire program is on line.
- Modules of Maintenance and PM Direct are usually the first modules that are purchased.
- School Dude allows maintenance/work order requests to be handled in a much more efficient manner.
- PM Direct allows for the automatic scheduling of all preventative maintenance.
- Work orders would be more streamlined.

- Maintenance personnel would no longer be verbally told of something that needed to be repaired. Nor would they be handed notes of needed repair work. All requests for repair would not be computerized.
- Currently it is not a requirement for to send maintenance requests via e-mail.
- School staff is competent in using e-mail.
- Subcommittee questions why or how could staff be required to use e-mail for maintenance requests?
- The subcommittee felt that school staff should be required use e-mail for maintenance requests.
- The yearly maintenance fee of \$1500.00 is already included in the \$3500.00.
- A question was poised to Mr. Adams as to how many maintenance requests were received by his department on a weekly basis. Mr. Adams response was the number of requests varies from week to week.
- The subcommittee would like to see e-mail used properly before spending money on a computerized maintenance program.
- Question asked was where would the funding for School Dude come from?
- The cost would need to be absorbed in next school years budget.
- The subcommittee felt that with another business (Lakeshore Market) leaving Milton, we need to be careful about spending money.
- Mr. Crone would like to first make it mandatory for school staff to use e-mail to notify maintenance of any issues. Then the subcommittee could look at purchasing a computer program.
- Mr. Tursi believes that School Dude should stay on the “front burner” as ne has seen the program in action and it is successful. Therefore, discussion should continue on School Dude.

#### **Updates on flooring, handrail and roof:**

##### **Library Carpet:**

- Library carpeting needs replacement.
- One bid has been received to replace the carpet.
- It is not recommended that the carpet be stretched and glued again. The carpet is really at the end of its life.
- The cost of new carpeting is about \$3000.00.
- As soon as quotes are received from other companies; Mr. Tursi will send that information out to everyone.
- The cost of the carpeting was to be in the 2013/2014 budget.
- It was suggested that the subcommittee move cautiously as there may be unforeseen additional costs.

##### **Handrail:**

- The handrail discussion will be tabled until the fall as not all needed information has been received.

##### **Roof:**

- B.R. Jones Roofing Company was the lower bid received of the two bidding companies.

- It is recommended that the office, classrooms and gymnasium be roofed first. The elementary multifunction room, cafeteria and the Nute Shop could be done at a later time.
- Mr. Adams recommends B.R. Jones Company as they have done prior work here.

Mr. Tursi was excited to bring information to the subcommittee concerning an Agricultural Science Greenhouse to be erected at Nute High School.

- The size of the greenhouse will be 12ft. X 20ft.
- This will be used for a new high school class next school year.
- All supplies have been order for the greenhouse.
- Placement would be possible next to the work area.
- The blue trailer would need to be moved next to the other trailer. The cost of moving the trailer would be \$300 to \$350.00.
- Several students are interested in coming during the summer to help set up the greenhouse. The students will earn extra credit for their help.
- The blue trailers are school owned and used to store items not currently in use.
- The suggested site for the greenhouse would require minimal ground work. It would also be a safer spot to guard against vandalism and accidents from snow plowing.
- It is also planned to have a terraced area in which the students could grow vegetables to be used in the cafeteria.
- Mrs. Banks volunteered her time and that of her excavator to assist with the terrace.

Brandy Banks made a motion to adjourn at 5:40pm. Andy Crone seconded the motion. The vote was as follows: Banks – yes, Crone – yes.

Respectfully submitted by,  
Beth Seldin  
Recording secretary