



MicroSociety Academy Charter School
591 West Hollis Street, Nashua, NH 03062
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Facilities Comm. Meeting

Friday, January 19, 2018 at 09:30 AM

Attendance: Tom Dougherty, Nauzar Vimadalal , Barbara Halevi, Tom Malone, Amy Bottomley

1. Called to order at 09:30 PM by Tom Dougherty
2. Amy presented current issues with ongoing facilities maintenance,

Ongoing plumbing issue in staff bathroom on the first floor will require rebuild of the infrastructure to remediate. Options to fix or temporary cap the issue were discussed. If toilet is removed, will likely keep in storage to be installed in another bathroom as needed.

Motion: To approve removal of toilet, capping of pipe stack, and installation of slop sink, to allow staff bathroom to be converted to storage/janitor closet. Made by Nauzar, Seconded by Tom. Motion passed unanimously.

3. Amy updated committee on status of Art/Music Room buildout. Original deadline was end of Christmas break. Last time Amy spoke with contractor, room was to have been completed by Jan 17th. Work remains unfinished, with current work resolving punch list items. Committee agreed to visit the room and speak with Mr. Hughes to confirm completion on Jan 19th.

4. Amy provided updates on facility management needs with the absence of Dick Gagnon. The immediate needs are to provide vendors with access to the facility and oversight during off hours, work with vendors on proposals, and ensure inspections and general maintenance get completed.

Agreement by committee to work on a Facilities Management/Maintenance RFP outlining cost schedule, responsibilities, on call support, vendor management, and ongoing inspections – Nauzar to provide initial draft to team for input. Finalized RFP will be forwarded to board.

5. Amy identified a gap in knowledge of the existing facilities schedule of inspections (such as elevator, sprinkler system, etc.). Agreement by committee to contact Dick

Gagnon to draft his current understanding, and committee to then formalize as a part of the RFP. Tom D. to take lead on contacting Dick Gagnon for knowledge base.

6. Amy noted that the school has received a grant of state funds for a security project. Grant is for \$20,000. School will need to contribute \$5,000. Funds must be used for security cameras and lighting. Priority needs are cameras showing exterior of building (including playground) and lighting of exterior of building and parking lot. Committee will need to get quotes for security cameras and lighting and determine whether the security system will include recording or monitoring services. Amy noted the possibility of applying for an additional grant if more funding is required or other priority security needs are identified. This topic to be discussed further at next committee meeting.

7. **Motion:** To adjourn (at 10:40 AM) Made by: Tom, Seconded by: Barbara Motion passed unanimously

