



MicroSociety Academy Charter School
591 West Hollis Street, Nashua, NH 03062
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Facilities Committee Monthly Meeting Minutes
1/8/2021, 11:30 am

Members Present: Tom Dougherty, Andrew McWeeney,
Amy Bottomley Call to Order: time by 11:32 am

1. Old Business

- a. Updates since November committee meeting /open items
 - i. Annual Sprinkler / Fire alarm test still had open item of name plate – Amy to follow up and have attached
 - b. JL Hall and completed the first quarterly preventative Maintenance of the buildings HVAC systems – by all accounts a job well done
 - c. Building's Main Drain needs to be scoped to see why blockage / other issues i. Andrew to follow up with contractors to get bid / diagnostic work scheduled

2. New Business

- a. Discussed open items from previous year that may need to be addressed in spring / summer break
 - i. Roof – any more issues?
 - ii. Driveway
- iii. Discussed if future will need a PM company?
 - b. Discussed need to have a list of annual checks, inspections etc that need to be completed and which vendors were responsible. Also have emergency contacts for water leaks, heating issues, plumbing, electrical, IT, etc... al in one directory – Amy to update existing directory
 - c. Hi level discussion of potential issues that the facilities committee would need to weigh-in on as we look toward a second facility. – No follow up at this time.

Discussion closed at 12:29

Reminders: All sub committees are open to public. Scheduled committee meetings need to be forwarded to [Jewel Hurt](#) for posting on facebook, and any associated call in number should the community wish to attend.