



MicroSociety Academy Charter School
591 West Hollis Street, Nashua, NH03062
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Facilities Committee Meeting Minutes Friday, March 25, 2022

Meeting called to order at 9:30 a.m.
Present (on Zoom): Brad, Tim and Amy

- Agenda
 - Discussion of Window Repair grant.
 - Next steps and who is responsible
 - Discussion of the snow removal and landscaping proposals
 - Questions and next steps
 - Review of draft for cleaners.
 - Discussion and update proposal
 - Next steps and who is responsible.
- Decisions reached
 - Window Repair Grant
 - We are eligible to receive \$30k to update/repair windows in our facility.
 - This money is part of the Covid funding and can only be used for projects involving windows.
 - The large windows on the side of the building facing the playground are the highest priority. Other windows, if funds available are secondary.
 - If there is money left for secondary windows and some need to be replaced it would be desirable to replace them with windows that open. One of the Covid recommendations is to open windows for fresh air and currently the building has no windows that can be opened.
 - It was decided that vendors would be invited in (Amy will invite them) for consultation and a bid.
 - Snow removal and landscaping proposals.
 - 3 vendors chosen to send RFQ to – Design Works (Existing Vendor), Saints Landscaping (Vendor at Andrews Condo Association), Morin's (recommended by another board member).
 - Status of responses.

- Morin's – Complete response
 - Design Works bid only the landscaping and not the snow removal portion.
 - Saints was a no bid
- Morin's landscaping portion compared to Design Works was more expensive but the goal is to work with one company throughout the year. Morin's visited the facility and was very responsive in not only their visit but their response. They are also closer than Design Works and there has been issues with Design Works. Morin's overall bid was about \$1k more than the budget for the year. We decided to move forward with Morin's because it was felt the value that they provided for the money was greater than the other two bids. Amy will present the committee's recommendations to the Executive committee for review and approval. This needs to be settled soon since landscaping will start soon.
- Cleaning RFQ discussion
 - Brad put forth a draft to have vendors bid on cleaning and general maintenance of our facility.
 - We discussed the draft. It was decided that Amy would review the draft in greater detail to ensure everything is covered.
 - Amy reviewed the draft. One minor change was noted and the RFQ is ready to be sent. Amy to send to a list of vendors.
- Old Business
 - Amy Called to have the vendor who last repaired our roof to come evaluate the current leak. No response. Amy to follow up.
- New Business
 - Amy will need assistance to obtain bids for site preparation if the modular project moves forward.

Meeting adjourned at 10:15 p.m.