



MicroSociety Academy Charter School  
591 West Hollis Street, Nashua, NH03062  
603-595-7877 | [www.macsnh.org](http://www.macsnh.org)

Facilities Committee Meeting Minutes  
Friday Aug 4, 2023

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

- Agenda
  - **Old Business.**
    - Electric Rates - Discussion and recommendations – Want to put current building and new building under one plan. Waiting on our first bill for the new building to pursue this.
    - Repair and paint siding – As you can see the building has been repaired and painted. It is scheduled for completion (barring rain) by our board meeting. The painters broke one window and found a vendor and are paying for the repair. The vendor will have the materials on the 15<sup>th</sup> and will want to schedule the repair.
    - Patch and Repair of driveway – Completed.
    - Security - Windows and Bollards – Update
      - 3 vendors called to ask for quote to upgrade some windows and doors – only one responded with a quote.
      - Granite State Glass – Met with them on 6/9 so they could measure and give us a quote (attached) using school guard glass for doors and ballistic film on insides of certain windows that are low to

- ground and would give easy access to building (info sheets attached). They indicated that they have completed some schools but have given a lot of quotes but due to expense have not gotten the go ahead on most of them.
- I am finding more information regarding the laminate to see how well that keeps someone from entering the building.
  - The committee decided we should wait on this until we have a better idea of what our expenses will be for the new building.
  - **New Business**
    - New Building – Amy’s email at the end of this memo is a good summery of most of the issues found to date. Below will summarize our discussions regarding issues not contained in her email.
      - For the items below the timing is such that we can put these items on our annual maintenance agreements and inspections so these will be completed on an ongoing basis.
      - Morins submitted a quote for the new building to do the fall cleanup, attached. They are then going to provide us with a quote to include both buildings for an annual contract.
      - Our current cleaning company has estimated cleaning the common area of the new building. Where the area was cleaned 3 days per week before our cleaners feel it only needs 2 days per week. They estimate \$475/month to clean the area whereas it was \$1200/month previously.
      - Amy has undertaken an effort to find a new vendor for trash removal and has found one that is about half the cost of our previous vendor.
      - There is a dead tree that will need removal close to the building. We will have to get quotes and have it removed before it falls and does damage and/or harms someone.
    - Restrooms for the modular
      - Plans have been submitted to the town and are waiting on approval by the town. With Barbara on vacation who is to follow-up?
    - Facilities Management
      - This committee recommends that someone be hired to work for Amy that will deal with the day-to-day facilities management issues. With two buildings and tenants that call anytime during the day someone other than Amy needs to be the focal/contact point for these issues. In our discussions we understand that the auditors also recommended an administrator be hired for Amy and this person should have the added responsibility to be the primary focus for all day-to-day facilities matters thus offloading Amy.

Meeting adjourned at 10:00 a.m.

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Ex Board and Facility Chair-

Since getting in the building and doing some inspecting, we have found some issues that need resolving and wanted to inform you of some upcoming work that needs to be done.

The sprinkler system has not been inspected since 2021. So, we need to get it done ASAP. It is scheduled for August 10th as it could be an all-day job. This is the day MACS is also inspected, so we will get the 2 buildings on the same schedule for the future now.

The elevator cert. expired on July 31st. Since the counselors use it, it is a priority. Earliest I could get was August 10th in conjunction with the fire alarm company. They do have to sound the alarms once for each area, but then they can silence once they know it is working. I informed the tenants and apologized for the inconvenience.

Also, many emergency lights and extinguishers in the common areas are not in working order. Today the company will be over to fix them when he is done in my building, as that was already scheduled for the MACS inspection. We will make sure the common areas are up to code.

The counselors have been contacting me (even texting at 9:30pm on a Friday!) due to the air conditioning. I was able to get our HVAC company out finally and there are 2 issues. I do not have a quote yet, but told them to order the part needed for the counselor's office. They have not diagnosed the issue with the downstairs unit that is "over freezing" the panel.

These are mainly life safety issues and we have no choice but to do the work.

Thanks, and please let me know if you have any questions.

amy

Amy P. Bottomley

Executive Director

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Amy Bottomley Aug 3, 2023, 11:02 AM (2 days ago)

Oh- and everyone paid their rent this month!