

Islesboro School Department
Facilities Committee Meeting
May 7, 2014

MINUTES

Attendees: Laura Houle, Mike Boucher, Dick Cilley and Supt Joe Mattos

Items and Issues Discussed

1. *Septic System* – Dick reported that the septic system has been repaired and is working fine. The problem was a crushed cover on the Distribution Box and a plugged up Distribution Box, which caused a backup and subsequent leak in the adjoining septic tank. Mike recommended that for student safety on the playground some type of protective fencing or box be built around the covers of the DB and septic tank, which now stick up about 4-6 inches. **Action – Dick will build boxes or fencing for these covers.**
2. *Vacation Maintenance Projects*
 - *Loose Net in Café* – Dick secured the net and replaced a broken board.
 - *Fence* – Dick straightened out most of the fence by the basketball court, which had been bent over due to snow plowing. One pole needs to be replaced. **Action – Dick will order a pole and replace the bent pole.**
 - *Rubber Border Around Basketball Backboards* – Dick glued the rubber borders back in place.
 - *Barn Storage* – Dick cleaned the downstairs in the barn and is now storing the new snow blower in the barn.
3. *Outdoor Lighting* – Scott S has purchased fuses for the light pole that is not working. **Action – Dick will replace the light fuse.**
4. *Newly Planted Grass* – Dick noted that the newly planted grass in front of the schools is not growing in certain areas. **Action – Dick will order grass seed and sow grass in needed areas.**
5. *HVC on Gym Roof* – Dick reported that Ed Rowe has not yet been out to Islesboro to fix the HVC door and vent. Dick called Ed and left message and is waiting for a response. **Action- Dick will call/email Ed if he doesn't have a response in one week.**
6. *Kitchen Stove Pilot Light* – Dick reported that the pilot light for one side of the stove grill will not stay lit. A tech from Hobart came out to assess the problem. **Action – Hobart Tech will order part and install it or have Dick install it if possible.**
7. *RFP for Reconstruction of ICS Exterior Wall* – Dick reported that four island contractors have asked for information and/or visited ICS regarding the RFP. RFP bids are to be submitted by 3 pm on May 13th.
8. *Phone System* – The phone system seems to be working properly at this time. There were some problems due to conflicting work orders (FairPoint), which had disconnected a phone line.
9. *Refinishing of Gym Floor* – Dick reported that he had received a second bid (out of state company) on refinishing the gym floor. This bid was for \$25,000. The first bid, submitted by the

Maine company that installed the original gym floor was for \$12,600. **Action – Dick will contact the Maine company and schedule this work for some time during the summer months. Dick will also check to see what events are scheduled at the Kinnicutt Center this summer in order to minimize conflicts in its use.**

10. *Cafeteria Flooring* - Dick met with a salesperson who provided him with samples of floor tile that would be used to replace existing floor in the cafeteria. Currently, the tiles in the café keep popping up due to the wrong type of adhesive used to install the tiles. **Action – Dick will call Paul White to see if he can get estimates for the replacing all the tiles in the cafeteria.**
11. *Snow Removal for 2014/15* – Mike recommended that ICS either purchase or lease equipment for removing snow around ICS next year. Possibly a Skidsteer could be rented from Paul Hatch and fitted with a snowblower. **Action – Put in “Parking Lot” for further discussion.**
12. *Leaks in Ceiling* – It was noted that there are leaks in the ceiling at the top of the hallway ramp that connects the main ICS building to the new wing of classrooms. This is caused by faulty flashing and caulking on the exterior of the building, which is located outside of Jon Bolduc’s classroom. It was recommended that this area be recaulked with windshield adhesive, which is flexible and should not shrink. **Action – Laura will check to see if her husband can order two tubes (clear if possible) of this caulking. Dick will caulk this area as soon as possible.**
13. *Summer Work Projects* – There are two/three major projects that need to be scheduled during this upcoming summer, which will impact on the use of ICS: 1. reconstruction of exterior wall, 2. refinishing of gym floor and 3. installation of new floor in cafeteria. Also, there are several other smaller projects that need to be completed such as relocating of pipes in the kitchen over the dishwasher. These special projects are in addition to the regular maintenance and cleaning that needs to be done at ICS. With school ending on June 13 and starting up again mid-August (August 18 teachers arrive to prepare classrooms), this leaves only 9 weeks to accomplish all special and summer maintenance work projects. **Action – It was recommended that Dick work with Heather Knight to create a plan for the completing all summer maintenance projects e.g. what needs to be done, by whom, by when, etc.**