

EAST PROVIDENCE SCHOOL DEPARTMENT

East Providence City Hall – Conference Room 306

145 Taunton Avenue

East Providence, Rhode Island 02914

School Committee

Facilities Sub-Committee Meeting

December 22, 2014

6:30 PM

Mr. Cahoon called the meeting to order. School Committee Members Present: Nate Cahoon, Anthony Ferreira, Jessica Beauchaine, Joel Monteiro, Charles Tsonos. Also present: Kim Mercer, Superintendent.

Action Items

Mr. Cahoon stated the intent of the meeting organizational; establishment of Facilities Sub-Committee members and establishment of Regular Members.

Discussion:

Mr. Ferreira – did not want his hands tied; get information and roll with it; taxpayers money; if no open dialogue, he wants no part of it; too many projects; 1 -1 1/2 hours to bring items forward; need to have

open dialogue.

Mr. Cahoon – Sub Committee follows Open Meetings Act - order; minutes published, conduct meetings; as Chair, will not be functional if we do not know who members are.

Mr. Ferreira – thought last ones were informal and open; he would have no issues; last two were open; SMMA there; that's the track he want to stay on.

Mr. Cahoon – last one 5 ½ hours; not sure productive of everyone's time; no formal public comment; discuss the way meeting will be conducted and who should attend every meeting.

Mr. Tsonos – we should continue with two meetings.

Ms. Beauchaine – cannot attend on Thursdays; need Superintendent on Facilities Committee.

Kim Mercer – Chrissy Rossi was on it.

Ms. Beauchaine– can we get someone from City Council on it.

Mr. Cahoon– would be a rolling membership; will look at it

Mr. Ferreira – plan four months in advance

Mr. Cahoon – Superintendent and Facilities Director for each meeting rolling membership from there on.

Mr. Cahoon asked Mr. Silva – do we need to use Roberts Rules to

comply with OMA

Mr. Silva – most committees use protocol/action; go there for answer

Mr. Ferreira – would like not etched in stone

Mr. Cahoon - Facilities Sub-Committee – What is the purpose; make sure information given to School Committee on Release of Bids, Award of Bids, Payment of Facilities-Related Invoices and Bills; Necessity of construction and repairs, to include prioritization of the same; and Discussion of other Duties / Responsibilities; any other items to be considered.

Mr. Ferreira was OK with that.

Mr. Tsonos– connect dots/trail; times when we do not get answers; charge subcommittee to get answers; milestones, when, why not done.

Ms. Beauchaine – timeline

Mr. Tsonos – whose responsibility to do this

Mr. Cahoon – timelines on priority list

Kim Mercer – items numbered; what items should be worked on first

Mr. Ferreira– look at Project Manager to give timeline when project starts; project manager will bring forth; one quick meeting with them will take away unknowns.

Mr. Cahoon – if looking at project start to finish

Kim Mercer – any big ticket items; talk about importance; most purchases

Communications Protocols – how does everyone get the information they need;

Committee will be Mr. Cahoon, Mr. Ferreira, Kim Mercer, Ed Catelli, Linda Dykeman (\$) need to know these are the people he will look to.

Kim Mercer – Linda Dykeman needs to be on Subcommittee.

Mr. Cahoon will disseminate any information he receives.

Update from SMMA - Ed Bourget

Decided we need better communication – Whiteknact all focused; good dialogue; he will continue to keep issues going; nothing hidden; Charlie (Roberts) good with communication and will stay on top of things; he heard about the roof – Mike will do cap; roof – 7 year warranty on gutters; he thinks we can continue down that path.

Mr. Ferreira - how to handle bumps as we go along; have team all get the information needed; Monday – Tuesday email out; will track down; will send outline door replacement; original estimate, hollow, metal doors, aluminum doors added cost; security upgrades; elec doors; 42 doors original, 53 ultimately; general conditions with contractors go through roof; escalation; not lot of value contractor cost 7% original, 12% came in at across board; additional cost changing doors at night; key to learn from it; be proactive; look at

good estimate right off; understand impact first.

Kim Mercer – met with your contractor; they will get there at 3:00PM and work to 11 to reduce overtime; moved shift.

SMMA – he will include Charlie Roberts on emails; key to learn from it

Meeting Schedule

Next Meeting Date – week before School Committee meeting (Mr. Cahoon)

Mr. Ferreira - look at one School Committee and one construction meeting; piggyback with School Committee meeting; should be under one hour once ball rolling.

Mr. Cahoon – we can hash out what bills to pay; recommendations to award; etc. before School Committee meeting.

Set next date – January 5th Room 306 6:00PM

Mr. Cahoon will do suggested agendas

Ms. Beauchaine – will lift will be done over break? What about Riverside Middle School door.

Kim Mercer – lift 12/19/14; inspected in warehouse; it could be 12/30/14. Superintendent talked to Burman about priority for this door.

Mr. Ferreira – we own hardware on doors; as doors get scrapped, get closures; grab hinges.

Meeting Adjourned at 8:20PM.

Respectfully Submitted,

Patricia A. Iannelli, Administrative Assistant

Nathan Cahoon, Chair of the Facilities Subcommittee