

Canterbury Public Schools  
45 Westminster Road  
Canterbury, CT 06331

Facilities Committee Meeting  
Superintendent's Office

Approved 9-10-2019

DATE: August 29, 2019

Started at 10:30 a.m.

PLACE: Dr. Helen Baldwin Middle School - Superintendent's Office

In attendance: John Gentry, Chairperson, Vivian Thumser, Tom Millerd, Director of Facilities, Lois daSilva-Knapton, Superintendent

**A. Oil Tank Bid / Reimbursement Application**

Dr. daSilva-Knapton submitted this application for reimbursement, once in July and once in August; the state has denied the application twice now due to minor edits. She will submit again in August.

**B. Boiler Vendor**

Motion: To use S.K. Mechanical as the vendor for the boiler.

By: Vivian Thumser

Second: John Gentry

Dr. daSilva-Knapton stated we do have \$75,000 in the boiler line.

(FYI: BMS has 3 boilers, one is approximately 10 years old,, one is 1 year old and now this new one.... CES has 2 boilers, one is 11 years old and the other one is plus 30+ years)

**C. BMS Roof-Punch List not Complete**

Tom Millerd shared punch list and photos still needing repair. Dr. daSilva-Knapton will check on reimbursement figures to see how much is still left to be reimbursed. Vivian Thumser will ask Rebecca Santiago (School Attorney) to write a letter to Silktown and Silver & Petrucelli giving them a deadline to finish the punch list or we will simply close the project and fix it ourselves and the holdback monies will remain in holdback status.

**D. Round Table Discussion**

- Mr. Millerd let is concerned about our HVAC preventive care contract. Our current vendor S&K mechanical has ceased with a preventative servicing contracts. Tom sought out other vendors but their pricing is triple what we pay right now. Tom will continue to work with EASTCONN and waiting for other people to give us more proposals for a preventative contract; it provides maintenance for our HVAC equipment.
- Went out to bid ut they come in high at \$85,000- we budgeted \$27,000 ; we are working with EASTCONN and waiting to get a proposal for us

Summer Work

- Painting
- PTO assisted with some of the landscaping at BMS
- Painted line in CES parking lot
- 14 Trees were removed at BMS due to safety. There are still many trees that need to be removed but they are not a safety concern
- Phone; we reviewed the Paul Nelson contract and that will expire on Oct. 28 2019. Tom will contact American Business about our phone needs.
- We can move forward with a new phone vendor, and not go out to bid if the vendor has already been vetted by the Department of Administrative Services (DAS)
- We have funds in the CIP for this expenditure

Motion by John, Second by Vivian: Motion to allow Superintendent to move forward with a DAS vetted phone vendor

- Lois and Tom will meet with our existing vendor for information on mitel software now-still cannot be upgraded, parts are not available

E. **Adjournment**

Meeting adjourned at 11:30 a.m. by: Lois daSilva-Knapton