

**HARWOOD UNIFIED UNION SCHOOL DISTRICT  
Facilities Workgroup  
Moretown Elementary School  
and  
Harwood Union High School Facilities Office  
Meeting of February 8, 2017**

**In Attendance:** Alycia Biondo, Alex Thomsen, Rosemarie White

**Also in Attendance:** Michelle Baker, Ray Daigle, Duane Pierson, Heidi Spear, and Greg Wagner

1. The meeting was called to order at 3:45 p.m. at Moretown Elementary School
2. A request was made for any additions or deletions to the Agenda. None were made.
3. A request was made to approve the minutes from the Facilities Workgroup meeting of January 11, 2017. Alex Thomsen made the motion and the motion passed unanimously.
4. Moretown Elementary School Tour – Duane Pierson provided a brief overview of the maintenance plan for the school. Duane also highlighted work performed on the school after Tropical Storm Irene and other calamities which befell the building during his time as Administrator.

Duane and Greg then took the Workgroup on a tour of the building providing a history of the various additions and briefly discussed some of the programs held within the school. One of the primary concerns Duane, Greg and Ray are currently dealing with is a major drainage issue occurring at the school. The issues have resulted in severe deterioration of the parking lot leading it to becoming a safety hazard. Further, water run-off from the hill directly behind the school, has also led to a vernal river running next to the school and into drains which are not large enough to handle the volume of water. Two years ago, the water level was so high it came right into the building. The Town of Moretown sent out a request for proposal for engineering services to rectify the drainage issues last week. A walk-through of the property is scheduled for next week and proposals are expected in by February 28th.

Duane and Ray discussed the current memorandum of understanding being drafted between the school district and the Town of Moretown for the maintenance and upkeep of the parking lot and driveway of the school. Previously the school district owned approximately half of the parking lot; however, the Town maintained the parking lot and driveway. After Irene hit and flooded the old town office; the district deeded a portion of the school property to the Town to construct a new town office. Now that the school district will be absorbed into HUUSD; a formal agreement between the town and school district was deemed prudent.

During the tour, Duane mentioned the school gets a lot of use by third parties, of which sometimes the party pays a fee and other times not, depending upon whether or not the event is being run by a non-profit.

At 4:47, the meeting recessed to reconvene at the Harwood Union High School Facilities Office.

At 5:08 the meeting reconvened in the Facilities Office at Harwood Union High School with all attending except for Duane Pierson, Greg Wagner and Heidi Spear.

5. Harwood Union High School Track Update – Ray Daigle said there was a meeting with the athletics group, Truex Cullins, the engineer and track consultant. Ray is expecting Truex Cullins to come back with conceptual ideas within a few weeks.
6. Warren Elementary School Construction Project – Michelle Baker said the final specifications are being prepared for distribution to the qualified contractors bidding on the project. Since the project will still be under construction after Warren School District becomes part of the HUUSD, Michelle recommended David Epstein from Truex Cullins attend an HUUSD Board meeting to update the full Board on the project. Michelle also recommended an ad hoc committee be created by the HUUSD to meet with the general contractor to approve any change orders which may arise during construction. She recommended the committee be made up of herself, Ray Daigle, a representative from the general contractor, Truex Cullins, the District's Clerk-of-the-Works and two HUUSD board members. She said the board members on this committee must have the authority to approve change orders immediately to keep construction on schedule.

Environmental testing is underway to quantify how much asbestos laden material has to be removed as well as how far the PCB contamination has spread. Ray explained when installing windows, the use of adhesives containing PCBs, was normal practice up until the 1980's. Consequently, anytime windows are replaced in older buildings, there is always the risk of having to remediate PCB contamination. Once the extent of the contamination has been quantified, the cost can be assessed and will be included in the bond. The test results should be available within a couple of weeks.

Warren is in the process of having a lift replaced because it failed. The total cost of this project is approximately \$26,000 of which \$10,000 is being paid through a grant with the balance paid from the maintenance reserve.

7. Other Business. None was noted.
8. Next Meeting is to be held on March 8<sup>th</sup> at the Fayston Elementary School at 3:30 p.m.
9. Adjournment. A motion was made by Alycia Biondo to adjourn the meeting at 5:30 p.m. The motion passed unanimously.

Respectfully submitted,

Rosemarie White  
Chair