

**HARWOOD UNIFIED UNION SCHOOL DISTRICT**  
**Facilities Workgroup**  
**Harwood Union High School Facilities Office**  
**Meeting of September 27, 2017**  
**APPROVED**

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

**Also in Attendance:** Michelle Baker, Ray Daigle

1. The meeting was called to order at 4:14 p.m.
2. Additions and Deletions to Agenda – none were requested.
3. Minutes of Prior Meeting - A request was made to approve the minutes from the Facilities Workgroup meeting of August 23, 2017. Alycia made the motion and the motion passed.
4. Warren Elementary School:  
*Construction Project Update* – Ray provided an update on the Warren School construction project. Stewart Construction will be wrapping up a lot of the remaining work this week. The Blower Door Test was completed and confirmed Stewart did a good job with the project. Heating costs are expected to decrease due to the improved insulation; however, there may be an increase in electrical usage due to the number of fans running with the new HVAC system. As a result of the energy improvements, Ray is expecting the District to receive a rebate from Efficiency Vermont for \$5,730. These funds will go towards Warren’s maintenance reserve which has been essentially depleted from the additional work which cropped up during the construction process.

*Water Heater Leak* – Ray said the asbestos abatement in the kitchen is in the process of being completed. Sheetrock up to the counters was removed and no asbestos tile was found under the counters. Most of the equipment will be put back in place, but the 2-bay sink will be upgraded to a 3-bay sink as required by code. Further, the hand sink will be moved into the kitchen. Monday, the electricians will be in to install more outlets in the kitchen thereby removing the need to rely upon extension cords for appliances.

The State Fire Marshal and Electrical Inspector will be on site on Thursday for their final inspection.

Flooring in the cafeteria and hallway are going to be upgraded to the same product used in the high school cafeteria. The cost to upgrade is approximately \$3,600 and the payback is expected to be four years or less due to the lower maintenance requirements for the upgraded flooring.

Finally, Beth and Ray have put in place procedures for maintenance requests to provide Beth with more control over the process and to ensure repairs are completed efficiently and follow code.

5. Moretown Elementary School Drainage project update:  
The Town is pursuing a different grant for this project. Ray intends to attend the October Select Board meeting to receive an update.
6. Crossett Brook:  
No change from last meeting. Ray wanted the new Facilities Supervisor to start before he picked up this project; however, Ray has been side-tracked by the Warren construction project. He intends to have the Crossett Brook project completed before winter.
7. HUUSD Building Capacity Data (if ready):  
It wasn't ready. Ray's been a little busy...
8. Other Business –
  - a. Harwood Gazebo is scheduled to be installed on Friday. The dedication is to occur next week and is to be solely for the students and staff. There will be a press release on Friday and the Valley Reporter has agreed to reinforce that this is NOT a public event.
  - b. VAST trail washed out on Harwood property. The Mad River Ridge Runners were going to build a bridge at their cost to fix the trail. However, the Moretown Select Board has dictated this project must go before the Development Review Board.
  - c. Plowing – The Waitsfield Select Board has notified Kaiya at Waitsfield Elementary that the Town will no longer plow the Waitsfield Elementary school. The Warren Select Board is also going to reach out to Ray to discuss plowing at the Warren School.
9. Next meeting is to be held at Fayston Elementary on October 25th at 4:00 p.m.
10. Adjournment. A motion was made to adjourn the meeting at 4:55 p.m. The motion passed.

Respectfully submitted,

Rosemarie White  
Chair