



Meeting of the Facilities Committee
April 13, 2023

Committee Members Present: Chair Susan O'Neil and Sean Hosseini

Also Present: Emily Porter, Director

Absent: none

Mrs. O'Neil called the meeting to order at 5:30 p.m.

Mrs. Porter presented an updated facilities maintenance plan. There weren't any unexpected items on the plan for next fiscal year.

Mrs. Porter presented a list of facilities projects for the committee to consider. After some discussion, the committee will add three projects to the list for FY24:

- Parking lot striping: \$1400
- Painting: \$3000
- Parking lot lights (replace fixtures on posts): \$10,000
- When we get a quote for the sidewalk repair, Mrs. Porter will forward that quote to the committee for a decision.

Other items to consider when the renovation line of credit is paid:

- Flat roof replacement: received a quote from Superior roofing (\$30k for 10 year coating or \$50k for 20 year replacement membrane)
- Gutter replacement
- Bathroom/kitchen countertops
- Tree removal along East edge of the parking lot where three maples were planted incorrectly in the too-small break between the parking lot and sidewalk. They should have been planted between the larger break between the sidewalk and street.

After receiving an additional quote from Peters to rearrange the lighting (totaling \$30k), Mrs. Porter requested two additional quotes from Miller Electric and Swedberg. Both companies provided similar estimates as Peters for \$30k. Mrs. Porter recommended that the board select Miller Electric for the project due to our longstanding relationship with the HVAC division of the company.

Mrs. O'Neil made a motion to adjourn. The motion was seconded, and the committee adjourned at 6:01 p.m.

Respectfully submitted,
Emily Porter, Director

Approved May 10, 2023