

TOWN OF GILL

M A S S A C H U S E T T S



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SELECTBOARD MEETING MINUTES

May 6, 2013

Call to Order: The Selectboard, Finance Committee, and Capital Improvement Planning Committee meetings were called to order at 6:05pm. The meeting was held at the Gill Elementary School to discuss building needs of the School.

Present: Randy Crochier, Ann Banash and John Ward, Selectboard members; Ray Purington, Admin. Assistant

Finance Committee: Timmie Smith, Claire Chang, Ronnie LaChance, Tupper Brown, and Jacob Rau.

Capital Improvement Planning Committee: Ernie Hastings, Randy Crochier, Ronnie LaChance, and Ray Steele

Others Present: Ed Wilkins (GMRSD Facilities & Energy Manager), Gene Beaubien (Gill Fire Chief & EMD), Kathleen Adams (Gill Elementary School Principal), David Hastings (Gill Police Chief), Andy Bzdel (State Police), Chris Bruno (State Police), Jim Carmichael (State Police), Anthony Zager (parent & FC Sheriff's Dept.), Kathryn Hayden (Gill Elementary staff), Bharati Shapiro (Gill Elementary 1st Grade Teacher), Janet Masucci (videographer)

Principal Kathleen Adams gave welcoming remarks and introductions were made around the room.

Lieutenant Andy Bzdel of the Northampton barracks of the State Police discussed a building security site assessment that was conducted at the School several weeks ago. He explained the recent evolution in security protocols since the Sandy Hook/Newtown shooting in December 2012. Police are undergoing more training in "active shooter" scenarios, and schools are conducting more lockdown drills. It is important to place a school in lockdown when there is a shooter because it buys time for police to arrive and "aggress" (actively confront) the shooter.

There are also efforts to make schools safer through legislation. Schools are built to withstand fires, and there has not been a child killed in a school fire since 1958. Yet 315 school children have been killed by school violence. It is hoped that the legislative changes may produce grants or low interest loans to help schools address safety upgrades.

At the Gill Elementary School the inability to lock the classrooms from inside the room is a big safety concern. The School is one of "only a few" schools that do not have locks on the classroom and cafeteria doors. Door locks are an important piece in a series of small barriers that slow down an aggressor and buys time for police to respond. He feels that there are ways to provide security without making a school feel like a fortress to the children, parents, and community. Lockdowns are a safety response that can also be used during a custody or domestic situation at any school.

A handout was distributed that lists four building needs identified by the Principal and Facilities Manager: asphalt floor tile removal and replacement, security improvements, a boiler alarm integrated to the building alarm, and an emergency/stand-by generator. The category of security improvements includes classroom door locks, security cameras, and a panic button system.

In a discussion of security cameras, several of the law enforcement personnel offered ideas and opinions. While the cameras would not be monitored full-time, having them gives the ability to monitor an area when there is an "issue." Cameras would likely be placed to cover key areas inside and outside, including the approaches to the building and the playground, and would have pan/tilt/zoom capability.

Principal Adams emphasized that immediately after the Sandy Hook episode, the entire teaching staff at the School asked Kathleen to again advocate for classroom locks.

Tupper Brown asked if there has been any attempt to identify which of the requested improvements would be the financial responsibility of the Town, and which would belong to the District. While the Town is obliged to provide and maintain certain aspects of the school, the District may add things that it feels are needed. No one present had knowledge of how a similar proposal for classroom locks will be handled for the Hillcrest/Sheffield school, which is operated by the District and owned by the Town of Montague. A Doorcraft quotation for locks was reviewed, with an estimated installed cost of \$7,430 (16 doors @ \$300, 1 double-door set @ \$1,630, and \$1,000 installation).

There is a full list of security recommendations from the State Police assessment, but it is unlikely it will be made public – for security reasons. The Principal has already started to implement some of the smaller security upgrades, such as purchasing walkie-talkies to improve in-building communication during an event.

The law enforcement officials left at 7:13pm.

Principal Adams discussed the condition of the pavement on the driveway and upper parking area/basketball court. Ernie Hastings, Gill's retired Highway Superintendent, estimated that it has been nearly 20 years since the upper area was oil-and-stoned. The Principal requested the area be blacktopped (fewer skinned knees, and better able to withstand buses loading and unloading). According to Ernie, to withstand the weight of buses, the area should be paved with a 1 ½" leveling course followed by a 2" top course. Mick LaClaire, the current Highway Superintendent, will be asked to get quotes.

Floor tiles were discussed. The floor in the All Purpose Room (cafeteria) is in good condition, but the entryway and hallway have many loose tiles and ones that are crumbling. It was suggested to leave the existing asbestos tiles and "seal them in place" with several coats of polyurethane, and then lay down a new floor over top. A possible drawback to this idea is that if the current tiles are lifting and coming loose from the concrete, then the new floor above the tiles will lift too. In the future, if a new floor has been adhered to the old asbestos tiles, it could create that much more asbestos contaminated waste to be disposed of. Adding on top of the existing tiles could also require doors to be raised or trimmed, and create trip hazards in transition areas.

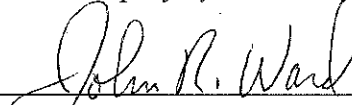
The highest priority areas for flooring are the Art Room and the Entryway/Hallway. It was noted that the cost to abate the asbestos is less if the entire building is done at one time. It is unknown if any grants are available to assist with abating the asbestos tiles. Although the custodial staff continues to apply multiple coats of wax, the Principal expressed concern that the problems areas might not last beyond the Fall of 2013.

Other flooring materials besides vinyl tile were discussed, including patterned concrete. Bamboo floors are a renewable resource, but don't wear well. Laminate flooring could be an option, but only if it will withstand the high traffic of school use. The linoleum floor installed at the High School has been a disaster.

Tupper Brown suggested that as a next step, we need to be presented with a broad range of options from a professional architect who knows about floors, but not a school architect. Ann Banash wondered whether a renovation project could be funded by the School Building Assistance Bureau. The original building dates to 1955 and the "new" section was built in 1985. Brainstorming about school building needs will be added to the agenda for the Selectboard's and Finance Committee's May 8th joint meeting.

Adjournment: The Selectboard, Finance Committee, and Capital Improvement Planning Committee adjourned at 8:10pm.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

Asphalt Floor Tile Removal and Replacement: Based on information from ECS Consulting and my own experience with asbestos floor tile removal and replacement projects.

- The cost to remove and dispose of the asbestos floor tile, the cove base (baseboard) and the mastic (glue) is currently \$8.00 - \$10.00 per Square Foot.
- The cost to write specifications and bid the project is +/- \$ 1500.00.
- Testing and monitoring air quality before, during and after the project is +/- \$ 600.00 / day.
- Overseeing the project, including state permitting, reports and documentation is +/- \$ 500.00 / day.
- The cost to install new vinyl composition floor tile (VCT) is \$2.00 - \$5.00 per Square Foot

There are currently 3 classrooms (#3, 5, + 6), the Corridor, the Principals Office and the Multi-Purpose Room that still have asbestos containing floor tile (a total of approximately 7000 square feet).

The tile in the corridor and the Art room (#6) are beginning to lift and become loose, all of the floors will continue to deteriorate.

Additional time and labor will be required to remove and replace furniture and equipment in any area that the floors will be replaced.

Security Improvements: Law enforcement officials have recommended that we change the classroom door locksets to allow doors to be secured from inside the classroom in an emergency. They also recommend the installation of video monitoring equipment that would be accessible by them in case of an emergency, and installation of an Emergency ("Panic") button.

Boiler Alarm: Could be installed and run through the security system.

Emergency / Stand-by Generator: The estimate of \$42,000.00 +/- is still valid depending on the scope of work.

FY2013 Capital Equipment & Facilities Inventory

Equipment or Facility	Dept.	Make & Model	Year Acquired or Built	Cost New	Target Replace Date	Current Replace Cost	Current Mileage or Engine Hours (for vehicles)	Condition ¹	Extent of Use ²	Major Maintenance or Improvement Performed & Nature of Work (i.e. Extends Useful Life)	Date
Interior Locksets		Doorcraft Corp.	1955		2013	\$6,500			In an emergency	Interior Doors do not lock - student safety	
Floors			1955		2013	\$88,790		Poor, tiles cracking and lifting	Daily	Replacement has been requested for the last few years with no approval. Could be done over 3 years at \$35,000 - \$40,000.0 per year.	
Emergency Power		Powers Generator		\$42,000+/-	2013			No Emergency Power on site	In an emergency	School has no emergency power on site. Needed to keep school equipment, supplies and students safe in an emergency.	
Boiler Alarm		Siemens		\$2,053.15	2013			No current alarm for boiler	In an emergency	The boiler needs an alarm in case of malfunction on weekends or evenings. This quote does not include electrical wiring.	
Security Cameras (4) and Emergency / Panic Button(s)		Citizen Security		\$ 5000+/-	2013			No current video or emergency notification system.	In an emergency	To improve student safety in the event of an emergency or attack. Also to improve general security from break ins and vandalism.	

interior locksets
entryway to school approved to school playground

Notes:

1. Report as Poor, Fair, Good, or Excellent
2. Report as Light, Moderate, or Heavy

COST ESTIMATE FOR REMOVING AND REPLACING ASPHALT FLOOR TILE AT GILL ELEMENTARY SCHOOL

Remove and Replace Asphalt Floor Tile in Individual Areas

Room	Sq. Ft.	\$\$ / Sq.Ft.	Days	Air Qual.	Days	Monitor	Days	Sub Total	VCT/Sq.Ft.	\$\$ / Sq.Ft.	Days	Sub Total	Total
Corridor	1500	\$10.00	5	\$600.00	7	\$500.00	5	\$21,700.00	1500	\$3.00	4	\$4,500.00	\$26,200.00
6	900	\$10.00	4	\$600.00	6	\$500.00	4	\$14,600.00	900	\$3.00	2	\$2,700.00	\$17,300.00
3	900	\$10.00	4	\$600.00	6	\$500.00	4	\$14,600.00	900	\$3.00	2	\$2,700.00	\$17,300.00
5	900	\$10.00	4	\$600.00	6	\$500.00	4	\$14,600.00	900	\$3.00	2	\$2,700.00	\$17,300.00
GP Room	2500	\$10.00	7	\$600.00	9	\$500.00	7	\$33,900.00	2500	\$3.00	5	\$7,500.00	\$41,400.00
Office	220	\$10.00	3	\$600.00	5	\$500.00	3	\$6,700.00	220	\$3.00	2	\$660.00	\$7,360.00
TOTAL												\$126,860.00	

Remove and Replace Asphalt Floor Tile in the Corridor and Art Room (# 6)

Room	Sq. Ft.	\$\$ / Sq.Ft.	Days	Air Qual.	Days	Monitor	Days	Sub Total	VCT/Sq.Ft.	\$\$ / Sq.Ft.	Days	Sub Total	Total
Corridor	1500								1500				
6	900	\$9.75	7	\$600.00	9	\$500.00	7	\$32,300.00	900	\$3.00	3	\$4,200.00	\$36,500.00

Remove and Replace Asphalt Floor Tile in Room # 3 and # 5

Room	Sq. Ft.	\$\$ / Sq.Ft.	Days	Air Qual.	Days	Monitor	Days	Sub Total	VCT/Sq.Ft.	\$\$ / Sq.Ft.	Days	Sub Total	Total
3	900								900				
5	900	\$9.75	6	\$600.00	8	\$500.00	6	\$25,350.00	900	\$3.00	2	\$3,600.00	\$28,950.00

Remove and Replace Asphalt Floor Tile in the Multi Purpose Room and Principal's Office

Room	Sq. Ft.	\$\$ / Sq.Ft.	Days	Air Qual.	Days	Monitor	Days	Sub Total	VCT/Sq.Ft.	\$\$ / Sq.Ft.	Days	Sub Total	Total
GP Room	2500								2500				
Office	220	\$9.75	9	\$600.00	11	\$500.00	9	\$37,620.00	220	\$3.00	5	\$3,160.00	\$40,780.00
TOTAL												\$106,230.00	

Remove and Replace Asphalt Floor Tile in All Areas

Room	Sq. Ft.	\$\$ / Sq.Ft.	Days	Air Qual.	Days	Monitor	Days	Sub Total	VCT/Sq.Ft.	\$\$ / Sq.Ft.	Days	Sub Total	Total
Corridor	1500								1500				
6	900								900				
3	900								900				
5	900								900				
GP Room	2500								2500				
Office	220								220				
TOTAL	6920	\$8.00	12	\$600.00	14	\$500.00	12	\$69,760.00	6920	\$2.75	7	\$19,030.00	\$88,790.00

This quote is based on the purchase of locksets for the Gill, Sheffield and Hillcrest buildings (109 locksets). If only 16 locksets for Gill School are ordered the price for each lockset will be higher than the quoted \$258.13 each. At \$300.00 each the price would be \$4800.00. The quote does not include labor which will be \$800 - \$1000 to install the new locksets. Total cost = \$4800.00 + \$1000.00 = \$5800.00 - EW2

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DOORCRAFT CORP

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<p>DOORCRAFT CORP. 4 North Bridge St. P.O. Box 1127 Holyoke, MA 01041-1127</p>	<p>QUOTATION (413) 533-6809 FAX (413) 534-7231</p>
<p>Date: 1/30/13</p>	
<p>To: Gill Montague Reg. School Dist. 35 Crocker Ave Turners Falls, MA 01376 Attn: Edward Wilkins</p>	
<p>Project:</p>	

TERMS : NET 30 DAYS - NO RETAINAGE

1. We are pleased to submit the following Quotation for acceptance within 30 days from date hereof.
2. All prices are quoted F.O.B. factory, freight prepaid to job site.
3. Prices DO NOT INCLUDE Federal, State or Local Taxes

SPECS	MATERIAL DESCRIPTION	PRICE
	<u>Gill Elem School</u>	
	16 Locksets-Yale-Mortise x Lever Handle-Double Cylinder	\$ 4,130.00
	2 Exit Devices Yale-Vertical Rod x Lev Handle-Double Cyl.	1,630.00
		5,760.00
	<u>Sheffield/Hillcrest School</u>	
	69 Locksets-Yale-Cylindrical x Lever Handle-Double Cyl.	\$ 14,350.00
	22 Deadbolt-Yale-Cylinder x Thumb Turn	\$ 1,950.00
		\$ 16,300.00
	<p>Note: All locksets are figured with Yale removable cores. These cores can be keyed into the existing key system at the high school.</p>	

EXCLUSIONS:
 1) Installation

Signed


 Joseph Douglas

Sheet 1

CONTRACT OUT LABOR

Building	Lock sets	# / 8 Hrs.	\$ per hour	Total Hours	Total \$\$
Gill	16	14	\$75.00	9.14	\$685.71
	1	4		2.00	\$150.00

Hillcrest		15	\$75.00	14.40	\$1,080.00
Sheffield MES Admin.		15	\$75.00	22.40	\$1,680.00

~~57.72 \$4,220.00 4 men 7 days~~

IN HOUSE LABOR

Building	Lock sets	# / 8 Hrs.	\$ per hour	Total Hours	Total \$\$
Gill	16	10	\$35.00	12.80	\$448.00
	1	2		4.00	\$140.00

Hillcrest		10	\$35.00	24.00	\$756.00
Sheffield MES Admin.		10	\$35.00	38.00	\$1,176.00
		12		14.67	\$542.22
				99.67	\$3,000.00

~~4 men 4 days~~