

MAYNARD PUBLIC SCHOOLS
MINUTES OF GREEN MEADOW FUTURE COMMITTEE
GREEN MEADOW ELEMENTARY SCHOOL
May 16, 2019

Present: Josh Morse, Meghan Kwartler, Courtney Mancone, Terri Morrison, Anthony Midey, Deb Roussell
Conferenced In: Jerry Culbert

Meeting called to order at 6:30 p.m.

Minutes

A motion was made by Josh Morse to approve the minutes of May 2, 2019. Jerry Culbert asked to amend the minutes by mentioning his recommendation was for an “air balancing test” not an “air pressure test”. Josh requested if there was motion to amend the minutes, Meghan Kwartler made a motion to amend the minutes, 2nd by Deb Roussell. The motion passed 7-0

Update of maintenance recommendations

At 5:40 in the evening, an update was sent around to Meghan and Josh from Tim Goulding and Jennifer Gaudet as it relates to the maintenance recommendations. They added column I which is notes for each item that was previously entered. A lot of it is just notes on ongoing matters or completed matters. Some items to highlight is the room 6C, the heat was off during asbestos abatement and that might be why it got a lot of moisture and mold grew on that pipe. There was some conversation about cleaning the organics around the building. Some of the committee members volunteered and cleaned off the boiler room fresh air intake but Josh recommended the idea of the town renting a Vack Truck to suck out the leaves and organics below the grate. The committee agreed that the recommendation should be that we separate out cleaning the leaves and organics from around the perimeter from cleaning up the leaves and organics in the boiler room fresh air intake. Meghan volunteered to take that one. A lot of stuff is still ongoing, the organics has been removed from the roof so the ponding is gone.

We started talking about the Summer Schedule for cleaning and maintenance recommendations. Courtney had mentioned that she received an email from Bob with an update to the summer schedule for cleaning and maintenance recommendations. The update is that the administration and MEA were going to meet on Monday to talk about the summer use maintenance and renovation plan. The target date to be complete is 8/12/19. They wanted to see if any of the administration or union leaders had any more input before making the schedule public. The last two weeks of June is where they are going to be doing a lot of the work. Josh and Meghan are going to be touring the admin offices on Friday. They did get a little sneak peak and will be supplied with a plan for this summer. There is some concern on the timing of everything from when the teachers move out and move in, vs when the cleaning schedule and maintenance items are happening. Josh had suggested doing a Summer community event and Anthony had said that

National Honor Society, Boy scouts and Girls scouts may be able help with volunteer hours. Deb said we will still need other people to help move the big stuff. Terri was talking with teachers about scope of moving, who will go where, what are the logistics, sounds like the school committee was going to direct this effort. Teachers feel as thou principals should be in charge of this move. The group agreed that we need weekly updates from either Tim or Kyle on the progress of things going on with summer work. We need to identify who the project manager is going to be.

Meghan met with MaryBeth with to talk about the Gym – there will be a path created Friday so Josh can look at the air handling unit to see and they are going to look at other offices as well. Terri had mentioned there was no room at all left in the school, brought up the annual cycle of math books that was delivered, because there is just no more storage. Deb had suggested that there could be some areas at Fowler that she was familiar with that were under-utilized. Josh says some of the schools he has seen the gym teachers will utilize shipping containers, not everything but some of the things.

Envelope study – Greg and Tim have agreed it was appropriate to use the money left over for roof repairs. Its about 36K and grab the balance of the 100K that could be voted on Monday for various roofs around town. Good news is that we don't have to wait to get the envelope done, Josh needs to send Bob all the docs that Josh put together for roof study and replacement and he said thank you and he is working on that RFQ to get it back to Tim so that Greg can post it. Josh did send that same same day. He spoke with Tim yesterday and suggested hiring a 3 year on call architect, it doesn't cost the town anything its kind of a use as you go. Josh confirmed that one design firm is ready to go. The envelop study costs around 50K, so we can authorize them with a not to exceed check for what we have and then when we have the other 14k available we would just give them the green light to continue.

Courtney had brought up prior to Dawn leaving there was discussion on creating a list of no cost/low cost items (gave list to everyone on the committee). There is concern on the lack of movement on these items. Dawn suggested making that list and sending to Bob and Marybeth so that they can execute getting things done. Josh said some of the items the grounds crew should be handling daily (ie: leaves and organics around the perimeter of the building). Meghan had suggested just prioritizing one item at a time on that list, and to start with cleaning the boiler room intake. Meghan is also curious what the process is like at Fowler and the Highschool.

There was some questions regarding the distribution lists. There are two distribution groups. GMBuilding@maynard.k12.ma.us goes to Dawn, Josh, Meghan and Courtney, this is an email that is on the GMFC website. There is also one for GMFutureCommittee@maynard.k12.ma.us. With Dawn stepping down, we are going to add Maro Hogan to the GMBuilding email.

Community Comments:

One of the teachers present said that there is lots of leaves out in the Pre K area that we really need to address that because they keep getting blown under air handling units. This is another example of being specific of what we need to do to dispose of yard waste efficiently.

Courtney mentioned Dave's research on the Humidity Monitors that he found that provided reports vs the ones you put in your room and visually check yourself. Josh had mentioned that we need access to building management system to see if they have access to humidity monitor if we have them? Then if we don't then it's a conversation of what type we need, and budgetary items. Josh showed us what a building management system looks like to see all the automation and what he has access to remotely. Meghan had asked if we/Josh could have viewable access to this system for just overview. Josh could lend his expertise to seeing things that may pop up that he can monitor. Josh said that he was going to request access from Tim.

We started speaking about School Dude, and Meghan sent an email to Tim about School Dude. talked about execution and stuff to Tim. Waiting to hear back from Tim on this.

Community Comments:

A teacher had asked if that building maintenance system also reports temperature. She had an issue where there was a fire in her classroom, and they didn't know right away. Her room was burning up and no one got alerted, it was a broken fan belt that caught fire. Most systems have those alerts that can happen via text, email or phone if something is going outside its preset range.

Courtney had asked if Tim commented back on Filter sizes, and his comment said they will come in during summer. Josh had also said that they are going to do some test cuts in the dry wall because sometimes you cant see the visual of what is behind the walls. PDR and library offices has a lot of dry wall. There is a couple spots in the Pre/K area that has drywall too.

Confirm Communication Strategies and how we will connect with Green Meadow Staff

Spoke with Ann and no issues this week. She went with Jamie the custodian and she helped him send an email out to the staff, so they could write them back. She was concerned that if someone had to help him send the email, does he know how to check it. Checked lock box, nothing is in the locked box. She spoke about Marybeths email, custodians not knowing about the AHERA report, custodians said they have never seen that report, and they didn't know that there was a copy in the office. They don't know what our recommendations are, and that they haven't seen the report at all. They are feeling frustrated, and not sure if they can do it all. Communication is a big issue, people telling people who is doing what. She said that there should be a lead custodian talking about training on how to do certain items in all three schools. Also one staff members is worried about the timing of the recommendations. Meghan had asked Courtney to find out what the process was to handle these requests. Communication has been a big issue and the group agrees we need to fix this and not wait.

There are Moldy Chairs and Tables in basement that have been down there for years. The chairs could be cleaned but not the tables. No furniture should be in that basement.

June 7 is when teachers will move back in, Deb said to let us know if they need help. K teachers discussed with her going back into the wing. Bob said that if they have a Drs. note they don't have to move back in the area. Team said that they don't want to be separated. Dankner has a class plan on where to send the classes to, which will have a comfortable environment for all. Deb was also sent a video of 5B that were covered with stains from before April Vacation. These floors are not being washed as often as they thought. Custodians said they dry wash (SWEEP) not wet wash.

Josh found a super helpful checklist called the Bedford Custodial checklist for custodian's cleanings – Deb will look into this.

Deb is also going to meet with Charles Gabron to talk about moving forward, he is excellent at coming up with great ideas.

Discuss next steps and recommendations for short term action at Green Meadow

Anthony had mentioned some of the short-term things that are an issue all revolve around communication and action, where is the breakdown? Could it be because their multiple people on the email? Josh said we may need to be more direct with our questions.

Community Comment:

A teacher had just made a comment that certain things don't have a process, sometimes Aaron would do an item, the next day Tim would, or the custodians.

Meghan said she will send an email to Michelle about the process for school dude, how can we use the spreadsheet and understand who is responsible for what from the custodial effort. Ask the contract cleaner what the requirements for the rooms are before they do the deep clean?

We started reviewing the flyer for Article 3 and other ways we could distribute this within guidelines, so we can advocate. The document is very clear and bulleted. Deb said she was going to go the senior center to sit and explain this to them, so they are not worried about taxes going up because of this in particular. We talked about handing them out around town, handing them out after school and before the meeting. We discussed town meeting logistics on voting for those who have not done a town vote before, and the importance of staying for the whole thing, also discussed the timing around after something is voted on, what the recall process is. (ie: 35 min after vote is announced). We discussed the representation that would be there to speak on this, should there be any presentation on this in front of the Town.

We circled back on the asbestos concerns after a custodian lifted a floor tile that was thought to have asbestos, custodians need to know the basics. Know where the report is, know this is your course of action, know this is who you call. Meghan said she can speak to Tim on this. Josh suggested you can probably take a floor plan, highlight green for good and red for bad to show which areas have asbestos. If you are working in the red areas, check the book and you can see what you have to do.

Community Comment:

A teacher had just made a comment that other teachers have used floor plans to highlight where certain materials are in their room, so they know.

Meghan wanted to talk about some reminders:

- We talked about meeting up on Monday at 6:30pm to hand out flyers again at the Town Vote.
- Meghan said there is a walk through on Friday of the office, gym closet and sprinklers if anyone wanted to join.

Deb said she spoke with the secretary to see how she was feeling, and she said she felt safe and doesn't know about all the things going on around her.

Discuss long term plans for Green Meadow

We discussed not being able to talk about Long Term plans yet, but it's probably smart to start those talks on 5/30/2019.

Community question

Does exhaust fans that get broken have money that is needed to fix, they didn't see it on the breakdown chart of money. Josh said he got an email to see in the coming weeks they will see if they have failed.

She was additionally concerned about proper air circulation in that PreK/K wing, could we have additional issues with mold? Josh said now is a good time to make sure that the exhaust is working properly and keeping it running would be important. Josh will follow up with Tim on this. He said that someone should be walking in that class every day.

Meghan had asked with the End of year procedures, is there still clarification needed in terms of the deep clean. The teacher was saying they were used to packing their items a certain way and storing them a certain way and now with the plan in place, it is making them a little frantic. Meghan said she was going to follow up with Michelle on this to find out what the requirements are for the rooms before they come in to do the deep clean?

Respectfully submitted,
Courtney Mancone
Clerk of Green Meadow Future Committee