

**Town of Hull**  
**Building Committee Informational Meeting**  
**Thursday, October 10, 2013**

In attendance:

Cathy Bowes/Committee Member  
Paul Dunphy/Committee Member  
Kevin Richardson/Comm. Member  
Charlie Ryder/Committee Member  
Dr. John Silva/Committee Member

John Reilly/Committee Member  
Debbe Bennett/Support Staff  
Patrick Finn/Support Staff  
Matt Gillis/Support Staff  
Tom Gould

Absent:

Bill Dwyer/Committee Member  
Phil Lemnios/Committee Member  
Jay Meschino/Committee Member  
Jim Tobin/Committee Member  
Kathleen Tyrell/Committee Member  
Dave Walsh/Committee Member

The School Building Committee meeting was held in the Selectmen's Office at Town Hall and the meeting was opened by Kevin Richardson at 7:06pm. It was noted there isn't a quorum present so the meeting is for informational purposes only.

**Report of School Business Manager**

Matt Gillis stated from what he got at the last meeting, the Committee wants to ensure the School Department is still protecting the Town's capital investment. He said he reviewed the history of the operations and maintenance spending, the December 2008 physical plant assessment and a list of recent maintenance projects. He noted the School Department has seen academic achievement improvements and the learning environment may be a part of that.

Matt Gillis provided a brief history of the maintenance and operations spending over the last four fiscal years. The spending history included custodial expenses, utilities, and grounds, building and equipment maintenance. During FY10 the total costs were \$1,354,888, FY11 was \$1,378,809 FY12 was \$1,285,199 and FY13 was \$1,421,721. He noted FY12 expenses were lower due to a very warm winter which resulted in less overtime and less heat expenses. The School Department also locked into a new natural gas supplier in FY12 so the price went down.

Matt Gillis explained that the maintenance of equipment line item includes the equipment that runs the building such as the boilers, HVAC and electrical. The maintenance of building line item includes things like windows, brick, roof and other structural maintenance. He noted there was an increase in building maintenance costs during FY13 since the building are getting older. Paul Dunphy asked about the custodial staffing.

Matt Gillis said there are ten custodians, one maintenance person and one HVAC contractor who works one day a week. He stated that has worked out pretty well for us and it should for the next few years.

He reviewed the Physical Plant and Assessment Report for the Jacobs School which had a 20 year schedule of maintenance. He noted they have not needed to replace carpet or paint a lot as recommended in that report. It recommended seal coating the parking lot and driveway but he walked it and the lot is still in pretty good shape. Paul Dunphy asked if Matt thinks the staffing is ok. Matt Gillis said yes it should be fine for the next 3 to 4 years unless the buildings start to deteriorate dramatically or there is an increase of students and traffic which could warrant more staffing.

Dr. Silva noted Matt had provided an explanation on the decreased heating and gas costs in FY12 because it was a milder year. He said FY13 was not mild and it is just a little higher than FY12. Matt Gillis stated that could be attributable to our HVAC person who is making sure we are not using energy we don't need to. He is now getting into energy refinement and can also identify technology that can help us save. We are also under contract for natural gas which results in a savings. We will go out to bid again with the Collaborative.

Matt Gillis informed the Committee they had applied waterproofing to the ocean side exterior brick of the Jacobs School last June. Demand control ventilation CO2 sensors are being installed in the Jacobs, which are set on a timer and will reduce heating costs. The payback of this project should come before the year is over and they hope to keep the heat costs where they are. Most of the electrical and mechanical controls of elevator #1 have been replaced. Kevin Richardson noted there had been some damage to the front entry brick in the past and asked if the repairs were a permanent fix. Tom Gould said prior to the repair, the water got trapped between the brick and would freeze during the winter, causing the bricks to split but the brick looked good following last winter.

Paul Dunphy asked if there is a waterproofing program in place. Matt Gillis stated they started the process of rotating the walls waterproofed each year. They did the ocean side of Jacobs and the bay side of the high school as well as window sealant at the high school this year. This was all done last June and we have not had water problems since. That is something we will need to do fairly regularly. Paul Dunphy gave the School Department credit for doing this maintenance. He said the buildings require this type of maintenance and he appreciates the efforts. Matt Gillis agreed they need to keep the envelope tight. He added they are also doing roof inspections so when water comes in, they can identify the spots and they will be vigilant.

Matt Gillis said the Memorial School was completed about 12 years ago and has more work to do. The windows in the auditorium were not replaced during construction and some of the doors did not get changed out. The School Department started the first phase



of those window replacements this year and some interior doors have been replaced. They did caulking and weather stripping of 87 other windows. They installed a tank-less water heating system so they don't have to pay to constantly heat the water. They did that work over the summer and the premium should pay for itself. There is also redundancy with this system and they will look to install them at the other schools since the other schools' current systems will break down at about 10 years. Charlie Ryder asked how the clock tower is holding up, any leaks? Tom Gould said there are no leaks at all now.

Matt Gillis informed the committee they replaced the HVAC master controls at the high school. He said they were installed in 2006 and the company stopped making that product line in 2008 and we could not get replacement parts any longer. We had it on the list to do two years from now but if one of the controls went down we would have a heating problem and they did not want to risk that. They installed more energy efficient lights in the gym. The old lights were halogen lights and now the new lights are on motion sensors. The students and athletic director like the new lighting.

Paul Dunphy noted at the high school when they did the lights out generator test, there was inadequate lighting in the gym which came from Peter Lombardo. Tom Gould said there are emergency lights in the gym which have been there since 2004. He's not sure why this year they are not ok. Paul Dunphy said Peter Lombardo took notes and said the gym was not adequately lit and it may be a lack of foot candles. He said Peter needs to base it on the biggest possible crowd which would be a town meeting held in the gym. Matt Gillis said Peter Lombardo told him the auditorium emergency lighting was not adequate but he did not mention the gym. Paul Dunphy said all the other schools were okay. Matt Gillis said they are adding lights and exit signs to the café and he will follow up with Peter. Paul Dunphy said it was designed for a certain usage but when you change the use of it to a town meeting, the requirements change.

Matt Gillis informed the Committee there have been a number of system wide improvements such as the addition of a part-time HVAC technician. Prior to hiring him, we had a company making repairs rather than someone working proactively to prevent breakdowns, extend equipment's useful life or reduce energy costs. He noted we may have a problem with the rooftop unit over the Memorial auditorium. It is on its last legs and it will be on the capital budget request for next year. He informed the Committee the School Department uses scheduling software to schedule space, HVAC and work orders. This allows us to set back temperatures during non-occupied times. The South Shore Collaborative allows us to pool resources and put out bids for all of us to buy natural gas at a savings. Matt Gillis said the Town made an investment in the buildings to provide a better educational system and we have. The School Department has demonstrated steady improvement over time. Last year the high school received the National Blue Ribbon award and was a College Board Advanced Placement honor roll recipient in 2011. The middle school is the most technologically advanced. All students have iPads and are



heading in the right direction. The Jacobs Elementary is now a Level 1 school which is the highest level possible. Since 2010 all schools have been at Level 1 at some point. It is getting harder and harder to do as they raise the standards.

Matt Gillis informed the Committee that he got in writing from bond counsel that we can use the remaining building project funds for a commissioning or preventative maintenance report for two of the schools. We have one already for the Jacobs School but we could do it for other two schools. Now we know exactly what we want. It could be a very positive guideline to have an independent firm tell us how our buildings are doing and what we should be planning in preventive maintenance. Kevin Richardson asked what the estimated cost would be to do that. Paul Dunphy said they can pick and choose the systems and streamline it. Matt Gillis said we could take out most of the technology since Judi Saide has a good handle on that. For mechanical and electrical, it would be good to have a technician tell us we could get more life out of equipment if you do x, y or z. It's worth paying for in order to get the maximum useful life. Paul Dunphy said the last time we met he asked Matt if he had seen the life cycle report. Matt Gillis said he has since seen it. Paul Dunphy noted some of those recommendations can be applied to the other schools since they have some of the same systems. Dr. Silva asked how much money is left. Kevin Richardson said it is around \$66,000. Matt Gillis added you can tell them what you're looking for and narrow it down. Paul Dunphy suggested writing an RFP with some ad alternates to prioritize it. Matt Gillis said as a member of a facility managers organization he can get a RFP template and would welcome assistance and feedback from the committee. Charlie Ryder asked if we are allowed to use that money. Matt Gillis said we could not for the Jacobs since it already had a commissioning report but we could do it for the other two schools. Paul Dunphy noted Matt Gillis did a nice job on the presentation.

Kevin Richardson asked how soon an RFP could be done. Matt Gillis said he could put together a draft RFP. Cathy Bowes noted we need Committee approval before putting out an RFP. Matt Gillis said he would need about a month to put the RFP together since he's currently working on the budget, so between November 10 and 15. The RFP will be out a couple weeks and it will be another three months before any work begins. *Jim Lampke entered the meeting.* The Committee decided to meet again on Wednesday, November 13 at 7:00pm.

Pat Finn asked Matt Gillis about Milton's arrangement for a shared maintenance line item of all town properties. Matt Gillis stated Milton's School Committee and Selectmen agreed to combine the resources. They created a consolidated facilities department and added more maintenance staff. With Education Reform, the custodians are under the direction of the school principals. They are in year three of it and it seems to be going pretty well for them but both parties have to agree to it. Pat Finn asked if it was an action of Town Meeting Matt Gillis said yes, they needed Town Meeting approval -- both boards agreed and then Town Meeting agreed. Jim Lampke added according to State

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law, both boards have to agree. Dr. Silva noted several years ago when he was a School Committee member, the School Committee agreed then to enter into discussions with the Town about combining maintenance into one line item but it never went any further. Matt Gillis noted in Milton they have two unions – the school and the town. There is some money in the school budget and some in the town budget.

Paul Dunphy said this presentation is an eye opener for the Town. The way the School Department is taking care of their buildings is the way the Town should be taking care of all buildings. Matt Gillis noted Tom Gould, Judi Saide and Debbe Bennett have all contributed to this success.

Kevin Richardson asked if the Committee wants to talk about the Final Report to Town Meeting. It was noted it has already been approved *John Reilly entered the meeting*. Pat Finn noted this meeting has been eye opening for the town. It was noted the next meeting should be televised.

***The informational meeting concluded at 7:51pm.***

Respectfully submitted,

Debbe Bennett  
Recording Secretary