

Milton School Committee Meeting Minutes
Via Remote Access
March 26, 2020
7pm

Committee Present: Sheila Varela, Chair; Dr. Elaine Craghead, Vice Chair; Margaret Eberhardt, Dr. Kevin Donahue, Ada Rosmarin, Betty White

Staff Present: Mary Gormley, Superintendent of Schools; Dr. Karen Spaulding, Assistant Superintendent for Curriculum and Human Resources; Dr. Glenn Pavlicek, Assistant Superintendent for Business

1. Call to Order

The meeting was called to order at 7:02pm

Chair Varela asked for a moment of silence for Derrick Snowden, who passed away suddenly on March 14, 2020.

Ryan Madden, MHS Athletic Director - wrote Derrick Snowden graduated Milton High School in 1989, and immediately started working for the Athletics Program as a volunteer. He quickly became the voice of Milton Sports as a PA announcer for Football and Basketball. Derrick had been a staple in the Bay State Conference, known for his wide smile and passion of High School Sports. Derrick always made it a point to ask how you are doing and how your family was. He was inducted into the MHS Athletic Hall of Fame in 2016 for his commitment to MHS Sports and the student-athletes. He will be best remembered for his half-court shots during basketball games, his favorite line while announcing football games; "there's some yellow laundry on the field!" and my personal favorite, rolling his R's when saying "Quarter number "thrrreee!". As Coach Donovan puts it; "he has been an ambassador for the Town of Milton. A Hall of Famer in Every Way!". I am sure you join me when I say my thoughts and prayers go out to Derrick's family and close friends

2. Approve March 26, 2020 Agenda

Updated and Approved

3. Citizen Speak (Policy BEDH - 15 minutes)

None

4. Superintendent's Report - Superintendent Gormley

- a. Presentation by Consolidated Facilities Director William Ritchie
 - Mr. Ritchie commented that he would like to take a moment to recognize our custodian for cleaning and taking care of all of the school buildings over the past few weeks.

Consolidated Facilities Department - William Ritchie

FACILITIES DEPT. OVERSEES THE FOLLOWING BUILDINGS

- 6 School Buildings
- Storage Buildings
- Town Hall
- Milton Public Library
- Milton Police Headquarters
- 3 Fire Houses and Fire Chemical Building Kidder Library
- Milton Art Center
- Milton Council on Aging
- Milton Animal Shelter
- Milton Yacht Club
- 7 Buildings at DPW Facility

Consolidated Facilities Department - School Staffing

- 5 Senior Building Custodians 20 Junior Building Custodians
- During summer months, the Department hires and oversees an additional 15 seasonal staff

Consolidated Facilities Department - Town Staffing

- Director, William Ritchie
- Operations Manager, Robert Mayhew
- Administrative Assistant, Diane Colligan Licensed Electrician (part-time)
- Licensed HVAC Technician
- Licensed Craftsman
- Licensed Facilities Technician
- 2 Maintenance Craftsmen
- Maintenance Painter
- 1 General Maintenance

AREAS OF RESPONSIBILITY

- Facilities Management
- Engineering
- Capital Projects
- Long Range Planning
- Project Management
- Preventive Maintenance
- Utility Consumption
- Life Safety Inspections
- DEP Regulations
- Dept. of Labor Services
- Energy Conservation
- Building Security
- Procurement

- Landscaping, Snow/Ice removal Custodial Care

Consolidated Facilities Department

- Implemented Web Based Work Order system in 2012 and since then have completed over 13,000 work orders and 2,500 preventive maintenance inspections
- There are currently 164 open work orders and 1,500 anticipated additional work orders per year (30 per week)

YEARLY SAFETY INSPECTIONS

- Science classroom eyewash and shower stations.
- Fire alarms, Sprinkler and Fire extinguishers.
- Boilers, RTU (HVAC) and Hot water systems.
- Generators, Elevators and Wheelchair lifts.
- Building, Fire and MIA insurance.
- Drinking water testing. (lead/copper)
- Auditorium rigging and fire curtain systems.
- Playground equipment safety.
- Gym equipment.

COMPLETED PROJECTS

- Pierce: New water fountain
- Cunningham: Paint entire exterior of building
- Collicot: Playground drainage repairs
- High School: Solar system structural blocks
- High School: Hot water heat exchanger replacement High School: New magnetic door hardware

NON-CAPITAL PROJECTS ONGOING

- Pierce Middle School. Replacing sections of a boiler during April vacation. Value \$25,000
- Glover School. Replacing administrative office and hallway carpeting during April vacation. Value is \$12,000
- High School: Replacing the goalpost and major re-grooming of the Brooks field in April. Value \$30,000. Two years ago, completed a \$125,000 warranty repair on the turf.
- High School roof. Completed a \$45,000 warranty project on the roof.

CAPITAL PROJECTS

- High School Solar: Replacing damaged structural blocks. This is \$35,000 warranty project.
- District wide. Will be replacing 400 new soap dispensers over the next four months. All dispensers and labor are free. The soap will be green certified and will cost 37%.

- District Paving Improvements H.S, Pierce, Glover, Collicot/Cunningham.
- Completed. Value \$150,000
- High School: Fire Alarm upgrades. Completed, Value \$50,000
- Pierce Middle School: Fire Alarm software upgrades (ongoing).
- Pierce Middle School: Replacing lower hallway tile in April. Value \$25,000
- Pierce Middle: Gym floor upgrades this summer. Value \$32,000
- High School: Wood floor repair: Installed transition metal between the poured floor and hardwood court. Completed, Value \$30,000.
- District Wide RTU Upgrades: HVAC upgrades. \$50,000 value. (ongoing).
- Tucker roofing project: Major roofing replacement, exterior duct system, new drains /safety rails. Received a 20-year roof warranty. \$430,000 value. 100% completed.

PROPOSED CAPITAL PROJECTS (TBD)

- District wide Paving: Value \$200,000
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- Pierce Middle. Auditorium Lighting control upgrades. \$100,000 value
- District Wide Roofing Projects. Collicot, Cunningham and Glover Value \$250,000
- District Wide Security System Improvements. Value \$125,000
- District wide Two-Way Radio Upgrades. Value \$120,000
- District Flooring improvements. Value \$40,000
- District Wide window hardware improvements. Value \$19,000
- New Dump Truck. Value \$65,000

GREEN COMMUNITIES GRANTS

- As a Green Community since 2010, the Town must complete annual reporting and maintain a 20% reduction in Town/School energy usage. By doing so, we were able to apply for energy conservation grants.
- This past year, we received two energy grants for projects at Tucker and Collicot/Cunningham school. The project amount was \$151,861 which included funding from Green Communities and Eversource.
- Over the last 9 years the Town has benefited from five Green Communities Grants and 16 Utility Grants totaling \$1,400,000. The ongoing yearly energy saving exceeds \$150,000 per year.

Mr. Ritchie's Closing Remarks

Lastly, I want to thank my staff, department heads and the committees who I work so closely with, who support the CF department and its mission so that we can properly maintain all the facilities around Town. It is a huge responsibility and without the support and teamwork of others it would be impossible.

Ms. White asked when we resume school, will we be focused on kids washing hands with soap. Do we have enough soap dispensers? Mr. Ritchie replied yes, he had planned on a soap upgrade (something that had been planned before the school closure) and MPS has plenty of paper towels as well.

Ms. Rosmarin thanked Mr. Ritchie for the presentation and for his work with all the schools and town. Your work with Collicot/Cunningham dealing with the drainage made a huge difference with the green space project. With the 20 year maintenance plan and capital projects, how do you decide on what is recommended with the maintenance requirements? Mr. Ritchie replied that he looks at the plan and identifies what the hot items are and how to maintain and keep up over the next couple of years. After 5 years we may need to address a capital project. A lot of things tend to go at once, roof, boilers, etc. Having a great maintenance plan is huge and the right people to keep things going. All energy management systems have been updated. Mr. Ritchie commented that we have good qualified staff and he is aware of everything going on and in the field. We will need to address bigger items after 5 year.

Dr. Donahue asked if it might be worth having a discussion with the Capital Projects Committee and the Selectman about some long-term planning and upcoming high cost capital projects? Mr. Ritchie replied yes, the School Department puts money up front for the studies to be completed and reports are given to the engineers. Mr. Ritchie commented on who knows what is going to happen with the economy. There will need to be a plan. Dr. Donahue commented that with the possible economic downturn perhaps you can look at grants and federal money. Mr. Ritchie replied that in the past he liked working with grants and Capital Projects. As we look down the line we need to plan for larger projects. Dr. Donahue thanked Mr. Ritchie for his presentation and for all of his work.

Ms. Eberhardt thanked Mr. Ritchie for his presentation. She commented that Mr. Ritchie is a detailed person, for example being prepared with the 400 soap dispensers needed for Milton Public Schools. Ms. Eberhardt thanked Mr. Ritchie for all of his hard work.

Dr. Craghead commented that what Mr. Ritchie is able to do with the short money received is phenomenal. She stated that the school buildings are in great shape because of Mr. Ritchie's efforts. Dr. Craghead agreed with Dr. Donahue that it is better to start conversations earlier than later with long term financial planning.

Chair Varela questioned the plan that was created 3 years ago, did that forecast out facilities for 20 years? Mr. Ritchie replied yes. Chair Varela asked if facilities are still using that as the bible of what needs to be done? Is the town in general aware of the plan? Mr. Ritchie replied yes. The 5-year plan/DRA plan is what needs to be done. Big items, carpet, roofing, paving, etc. All small items still add up to a big cost. Eventually facilities will need to complete a roof project. Chair Varela asked if the roof was included in the forecast? Mr. Ritchie confirmed yes.

Dr. Pavlicek commented that he and Mr. Ritchie have a working relationship and communicate all the time on what needs to be done.

Superintendent Gormley commented that to have Consolidated Facilities in the schools and town is very unique. Mr. Ritchie maintains all school properties, maintains leadership and our district benefits.

Mr. Ritchie commented that he has been with Consolidated Facilities for almost 20 years. He commented that we all work together, staff and town, it really is a team effort.

Superintendent Gormley thanked the custodians for all of their hard work over the past few weeks. The custodians treat these buildings like it's their own home.

b. Happenings - Superintendent Gormley

Superintendent Gormley stated that she has been in contact with Commissioner of Education Jeff Riley and the state wide recommendations. Administration has also been in contact with principals and leadership teams. Received positive feedback regarding remote learning. The Central Office is open every day and available to answer any questions. Please call 617-696-4808 or 4809 or you can email Superintendent Gormley directly mgormley@miltonps.org with questions or concerns. The MPS website will be updated as needed.

Superintendent Gormley commented that remote learning has been successful because of MPS having their own devices. Stated it is a sense of peace with the school closure that students have the technology in their homes. Mr. Melanson is available via email amelanson@miltonps.org with any questions or concerns about any device. On Wednesday mornings someone will be available at MHS to replace any chrome book.

Superintendent Gormley introduced Jackie Morgan, Director of Food Services to speak regarding helping families in Milton receive meals during school closure. Ms. Morgan stated that they wanted to come up with a plan to feed families in Milton during this uncertain time. Providing breakfast and lunch, originally planned on Monday, Wednesday and Friday to have families come to Tucker and Milton High to pick up meals. But numbers were surprisingly low. Ms. Morgan said she and her team brainstormed on a better idea to prepare weekly bags of meals for students. Now every Wednesday 8am-9am and 5pm-6pm at Tucker and the High School families can pick up their meal bags including 5 breakfasts and 5 dinners. Bags are full of wonderful and nutritious food with a lot of value. When the Food Service Dept. found themselves in need of bags to help this effort, they reached out to the Fruit Center who donated 100 bags and Trader Joe's who donated 600. Ms. Morgan commented that life has changed for a lot of families over the past few weeks. If any family feels like they would benefit from these meals, they are encouraged to come by the school. If a family has 3 children, they are given 30 meals for the week - this will make a huge difference. Food Service staff has really stepped up to help cook and prepare the meals.

The School Committee thanked Ms. Morgan for all of her efforts and hard work and stated that her work is truly inspirational.

Superintendent Gormley:

- Marti McKenna, Family Outreach Liaison has been in touch with families.
- Dan Kerrigan from Steel & Rye has made generous donations to families. Offering meals to families 5 nights a week.

- Melissa Fassell Dunn & Ruth Baltopoulos have delivered 50 bags of household staples to families in Milton.
- Rock your Socks, March 20th
- A parade of Disney Characters, Milton Police and Fire Department came together with the community to wish Hannah Serpa a Happy Birthday. Through the Make a Wish Foundation Hannah was scheduled to go to Disney for her birthday but due to the COVID 19, everything was cancelled. A parade of Disney Characters, friends and family organized a drive by to wish Hannah a happy birthday!
- MFE Celebration has been cancelled. MFE is still selling jeep raffle tickets and accepting donations. If interested, please email Liddie Sutter liddievs@gmail.com

Dr. Spaulding reported that Zeina Hamada will be the new Director of World Languages. She thanked the screening committee for all of their efforts.

5. Chair's Report - Chair Varela thanked everyone working so hard to keep the district a float. She thanked all members of the district/staff and administration for going above and beyond.

6. School Building Committee Report - Ms. Rosmarin

The Massachusetts School Building Authority has extended the deadline to May 6th. We presented a Statement of Interest back in late February and still have to go to the Select Board for approval for submission. Ms. Rosmarin commented that she has rescheduled with the Select Board to meet April 22nd, then we will submit the Statement of Interest.

7. Finance Subcommittee Report - Dr. Craghead

- a. Approval of Vendor Warrants (Vote)

Dr. Craghead thanked all the teachers for taking their classes online, for all of their time and effort making themselves available to students and parents.

Dr. Craghead put forth a motion to approve Vendor Warrant #38 payable March 18, 2020 in the amount of \$688,554.68.

Dr. Craghead put forth a motion to approve Vendor Warrant #39 payable March 26, 2020 in the amount of \$188,749.86.

Second: Chair Varela
Roll Call Vote: 6-0-0

8. Policy Subcommittee Report - Dr. Donahue

Expedited Approval Process

- a. Milton Public Schools Infectious Diseases Control, Administrative Guidelines and Procedures

Chair Varela put forth a motion to Expedite Approval of the Milton Public Schools Infectious Diseases Control, Administrative Guidelines and Procedures.

Second: Dr. Craghead
Roll Call Vote: 6-0-0

Dr. Donahue commented that he wanted to thank Kim Coughlin (MPS Director of Nursing) and Superintendent Gormley for pulling all of this information together. Superintendent Gormley stated that Kim Coughlin has been a hero to the Milton Public Schools, she has been available day and night to answer any questions or concerns.

9. Approval of Minutes

Chair Varela put forth a motion to approve School Committee Minutes of March 4, 2020.

Second: Dr. Craghead
Roll Call Vote: 6-0-0

10. Old Business
None

11. Citizen Speak Topic Response
None

12. Next Meeting Agenda Items
Updated and Approved

13. Citizen Speak (Policy BEDH – 15 minutes)
None

Chair Varela moved to adjourn the School Committee Meeting.

Second: Ms. White
Roll Call Vote: 6-0-0

The meeting was adjourned at 8:27pm.