

Building and Grounds Committee
Minutes of meeting 4/5/17 12pm

In attendance: Todd Machnik, Jeff Ridgway, Fred Nygard, Chris Coyle, Sally Aubrey, Holly Sundmacker
Absent: Bruce Goldstein, Jim Lewis

The meeting was called to order at 12:10 PM by Holly.

Review of outstanding business items:

- Parking lot expansion: Jeff reported that the wetlands in the area of the project were flagged and has now been surveyed by Dick Gates. Jeff is working to have Tom Metcalf (civil engineer) design the project. The design will include the drainage and fill requirements. Todd suggested that we could give consideration to slightly expand the pond size to obtain fill for the parking lot expansion and that may be a cost savings depending on the cost of fill material that we would otherwise have to purchase. Once we have answers from Tom Metcalf, we can finalize the scope of this project and make recommendations for moving forward.
- Holly reported that the construction of an additional residence on the property for the caretaker has been tabled. A cost analysis revealed that making the existing caretaker's house available exclusively for student boarding was not feasible. This issue may be revisited in the future as the need arises.
- Water treatment system – Water treatment system continues to work well. Salt use is at about 50 bags a year which is more than the 20 bags a year estimated by the system installer. Jeff suggested that the installer could make adjustments. Holly suggested the salt is inexpensive and the system is working well but will take the suggestion under advisement.
- Carpet replacement – New carpet installation is complete. Chris suggested that there may be some fraying of the edges around the carpet tile perimeter in high traffic areas. There was some discussion wondering if that was the normal appearance. It was informally decided to keep an eye on that and if necessary, utilize the carpet warranty.
- Bathroom fixtures upgrades and painting – Holly reported that this project has been postponed until the next fiscal year as a result on cost overruns on the database upgrade this fiscal year.
- Replacement of 4 large sliding doors on barn and arena. Holly reported that this project has also been postponed until the next fiscal year also as a result on cost overruns on the database upgrade.
- Installation of sidewalk outside classroom – pending contractor's availability. Jeff suggested using a short load concrete supplier which should result in some savings.
- 16-17 remaining Capital improvements approved for operating budget (do not meet capitalization minimum of \$2,500) include electric fence replacement for which Fred and Holly have a plan installation for spring

- The Laboiteaux family foundation grant (\$6000) was discussed. Holly and Chris will plan how to use the grant fund that is slated to specifically fund trail improvements. Some examples of appropriate expenditures of these monies include material to improve mud or areas where tree roots are projecting into the trail, materials to upgrade or replace activity stations, building new activity stations.

New business brought for discussion:

- The Toyota truck retirement was discussed. Holly reported that the family of the original donor of the truck has no issues with High Hopes disposing the truck. A complicating factor is that the truck title was never transferred to High Hopes. The Truck was last registered in New York and the owner/donor is deceased. Todd suggested that a title may not be required and said he will look into rules regarding selling or transferring ownership without a title.
- Health and Sanitation Regulations. Holly reported that the Ledge Light Health District has jurisdiction that now affects High Hopes operations. Holly and others are working hard to comply with the requirements for public water supply operator standards.
- Holly said Volunteers are needed to work with the Liberty Mutual Insurance Company volunteers on Thursday May 4 from 9-1, please let her know your availability.
- The Killingworth Lions Club may be available for projects. Let Holly know if you have ideas. Possible trail volunteer day?
- Review of the most current capital expenditures timeline was completed. 2017/18 budget numbers are approved by this committee. There are some items that we need budget numbers for in the 2018/19 and later years – members are asked to assist with gathering this info for inclusion in the budgeting.
- ✓ Dates for 2017 B&G committee meetings are:
 - **Wednesday August 2, 2017 12pm**
 - **Wednesday December 6, 2017 12pm**

Meeting was adjourned at 1:00pm.

Respectfully submitted,

Fred Nygard

Minutes approved via electronic vote (Chris Coyle and Jeff Ridgway) on 4/11/17