

**Salem Public Schools  
Salem School Committee  
BUILDING & GROUNDS SUBCOMMITTEE  
Meeting Minutes  
December 11, 2023**

On December 11, 2023 the Building & Grounds Subcommittee held its regular meeting using a hybrid model, connecting via the Zoom on-line meeting platform.

**Members in Attendance Virtually:** Ms. Veronica Miranda, Mr. Manny Cruz, and Ms. Mary Manning (Ms. Manning joined meeting at 6:15pm)

**Others in Attendance:** Superintendent Dr. Zrike, Ms. Elizabeth Pauley, and Mr. Zissis Alepakis

**Call of Meeting to Order**

Ms. Miranda calls the meeting to order at 6:10pm.

**AGENDA**

**6:00p.m.**

- a. Approval of minutes of the Building & Grounds subcommittee meeting held on September 18, 2023 and October 16, 2023

Mr. Cruz moves to approve both meeting minutes listed on the agenda. Ms. Miranda seconded. A roll call vote was taken.

Mr. Cruz	Yes
Ms. Miranda	Yes
Motion carries	2-0

- b. Discuss proposal/plan for addressing issues related to HVAC systems across schools
- c. Discuss rental fees with Community Partners (Parks and Rec and non city entities)
- d. Discuss waiver request from All Business Basketball to waive the facility fee for the use of the Horace Mann Laboratory School gymnasium on 1/26/24-1/27/24
- e. Discuss procedures for shared use of school spaces

**b. Discuss proposal/plan for addressing issues related to HVAC systems across schools.**

Before Mr. Alepakis begins the presentation, Ms. Pauley notes we had spoken to this subcommittee back in October regarding the HVAC system and also had discussed the state of our schools chilling system as well including water pumps and heaters. As a group we had concluded that it would be best to use ESSER funds to assist with repairs and Mr. Alepakis will

discuss his recommendations on how to move forward with addressing the HVAC systems across the schools.

Mr. Alepakis begins noting what we currently have available from ESSER funding which is \$800,000 to \$1 million but closer to the 800k range. There is also a grant available that would need to be spent by July 1, 2024. Possible future funding Mr. Alepakis is looking at possible future funding sources such as the city's capital budget & grants. Mr. Alepakis notes in 2018 there was an assessment for city and school buildings. The work order management system, known as "Operations Hero" is used to compile repairs and track preventative maintenance. Mr. Alepakis reviews all three HVAC options noting that he would recommend option #2. The options are:

- Option 1 - New Boilers at WHES & Bates - consensus are the boilers at WHES and Bates are needed
- Option 2- Boilers and Controls - replace Bates boilers, controls at Bates and WHES, replacement for a control panel at SHS, remaining funds go to other repairs
- Option 3 - Boilers and Chillers - Bates boilers replace chiller coils at Collins Middle School and Saltonstall - unfortunately the saltwater has eroded the chiller coils.

Ms. Pauley notes there is a 40 week timeline between ordering, receiving and installing boilers and all parts along with it. Replacing the controls which have become more problematic will also be a long term good investment at this time.

Ms. Manning asks about the boiler system at Horace Mann and its status. Also, will the controls at each school be operable?

Mr. Alepakis notes that as of today, all boiler systems in the district are up and running including the boiler at Horace Mann, Bates, and Collins Middle School. Both boilers at Horace Mann are both running. Both boilers at Horace Mann are at a fair rating at this point in time. In regards to each school's controls, they will not all be operable. If Bates and Witchcraft are done first, then the remaining schools in the district will still need controls.

Dr. Zrike adds we have shared these HVAC Options with the Mayor and his team as well. We are trying to gauge the School Committee's reimbursement for projects like these. In January, there will be a new process regarding accelerated repairs. If you demonstrate you have a need, you will receive accelerated repairs.

Ms. Pauley notes we can most certainly demonstrate a need for accelerated repairs.

Ms. Miranda asks what is the purpose of replacing the control panel at Salem High School?

Mr. Alepakis responds noting this control panel controls the Black Cat Cafe, CTE wing, Auditorium, and Wood Shop. This controls air conditioning, heat, and air flow for all areas mentioned in the high school.

Mr. Alepakis notes there is nothing controlling this side of the building and if not replaced we would have to use portable units which is a higher cost above all when renting equipment. Ms. Pauley notes we have had really increased costs at the High School because we have no control of when heat comes on and when heat turns off. In the next five years helping them make it through five winters, these investments may help us get a handle on the heating bills at the high school.

c. Discuss rental fees with Community Partners (Parks and Rec and non city entities)  
Ms. Pauley and Mr. Alepakis note the fees we charge and who gets charged. Mr. Alepakis notes typically when a person requests to rent a facility space from us they are charged a rental and custodial fee. Mr. Alepakis reviews the groups that are not charged either fee. If Parks and Rec or non City entities. Mr. Alepakis notes the updates to our practice of facility rentals includes: All internal and external groups are responsible for custodial overtime, nonprofits can request to the School Committee that the facility rental fee is waived, and in the past 3 years SPS has received repeat rental requests from 3 external groups asking for the facility fee to be waived. Mr. Cruz notes there does need to be a community benefit when requesting to use a facility space.

Mr. Cruz notes the non profits have one of two options when requesting to use a facility - they can pay both fees or one fee vs the other. Mr. Cruz notes having a document to clarify that we have to comply with state law and fiscal restraint.

d. Discuss waiver request from All Business Basketball to waive the facility fee for the use of the Horace Mann Laboratory School gymnasium on 1/26/24-1/27/24

Mr. Cruz notes we still need more information from this group requesting to use Horace Mann gymnasium. Mr. Cruz and Ms. Manning would like to know their intent and how it will benefit the community.

Ms. Miranda notes we would like to have more dialogue with the person who is requesting the waiver.

Mr. Cruz confirms along with the other subcommittee members that we can meet virtually again on December 18th to meet with the person requesting to use Horace Mann.

Ms. Pauley notes we have received a request and we did not automatically waive the fee due to the status of the request changed from a non profit to an LLC. Ms. Pauley shares proposed language to the subcommittee members. Mr. Alepakis notes this person requested in 2019 for Bates gym and now four years later a request to use the Horace Mann gym. This was not a back to back year request.

Ms. Pauley notes to add the following language : Non Profit organizations that are requesting to hold an event for which the School Committee has previously approved and waived the facility fee, and who have left the facility in good condition, will not be required to receive School

Committee approval for waiving the rental fee. The Director of Buildings and Grounds, in consultation with the Superintendent and Assistant Superintendent, may waive the facility fee. Nonprofits will continue to be responsible for custodial fees.

Ms. Manning notes she would not vote for this additional language because she would like the person to come in person to speak with this subcommittee group. I do not want to waive that the request should come to this committee. Ms. Manning wants to know who is asking for approval to do what and if they have submitted the same request three years in a row, they only need to submit a request in writing instead of in person.

Mr. Cruz would like to amend that it states non profits or individuals to help with the approval of future requests.

Ms. Pauley notes making a correction and change to the recommended language to reflect Ms. Manning and Mr. Cruz's amendments.

Mr. Cruz notes he is comfortable with the procedure to be a community benefit piece.

Ms. Pauley will change if after two years of having the same event and being within good standing, non profits or individuals do not have to come in person before the Building & Grounds subcommittee to request the waiver of the fee.

Mr. Cruz notes this is only a procedure and not a policy and is not required to vote on this form.

e. Discuss procedures for shared use of school spaces

Ms. Pauley shares her recommendation for shared use of school spaces. Recommendations noted are: once an organization receives confirmation that they have reserved the space, they will not be involuntarily moved out. In the rare event that there are conflicting reservations, the Director of Buildings & Grounds will determine which organization's request will take priority; the Director will be guided by the date that the request was submitted, and any contractual obligations. The Director will make every attempt to find a suitable solution that can accommodate both requests.

Dr. Zrike notes the Y is at Witchcraft running an afterschool program and they would like to use their gym daily. Now the gym is not as readily available. Mr. Doyle will also like access to the Witchcraft gym as well. We have asked from the Y to be more flexible so we can create an alternating schedule.

Mr. Cruz notes he would like Ms. Pauley to send him the contracts regarding school spaces.

Ms. Manning makes a motion to adjourn and Mr. Cruz seconded. A roll call vote is taken.

Ms. Manning	Yes
Mr. Cruz	Yes
Ms. Miranda	Yes
Motion carries	3-0

Meeting adjourned at 7:45pm

Respectfully submitted by,

*Krista Perry*

Executive Assistant to the School Committee and Superintendent