

Minutes of the Facilities/Transportation Committee of the Board of Education
Regional School District 14 www.ctreg14.org
December 14,, 2009

A meeting of the Facilities/Transportation Committee of the Regional School District 14 Board of Education was held on Monday, December 14, 2009 in the Conference Room of the Central Office, 5 Minortown Road, Woodbury, Connecticut.

Present were Committee members Scott Baider, Carla Juhas, Stephen Paluskas and Stephen Sordi. In addition, Business Manager, Jay Hubelbank and Facilities Manager, Mike Molzon.

The meeting was called to order at 8:06 pm by the Facilities Committee Chairperson Stephen Sordi

The committee discussed the following agenda items:

1. Update on Tennis BES sidewalks Mr. Molzon addressed the committee with some pre-estimates and sizing of the sidewalk project. Mr. Molzon related to the committee he had been in contact with Lonnie Smith, in addition, a representative from Deacon Construction and a representative from CES (Consulting Engineering Services) regarding the sidewalk. At this time, Mr. Molzon did not provide the committee with any documentation regarding the project. However, at a future meeting he will provide committee members with documents showing engineering and cost estimates. No motions were made pertaining to this agenda item
2. Tennis Courts update Mr. Hubblebank reported to the committee he had been in contact with representatives from Classic Turf and learned the newly installed tennis courts did not need any winter maintenance. Mr. Hubblebank further reported the tennis court power consumption cost for the last two months were \$40.00 and \$67.00.
3. Energy Education- Mr. Hubelbank related to the committee the internal manager's job had been posted and he has received notice of interest from two people. Mr. Hubblebank provided the committee members with documentation showing the Guideline for Energy Conservation and Building Management. No motions were made pertaining to this agenda item.
4. Updates on 09-10 Building Projects. Mr. Hubblebank provided a worksheet showing Capital Improvements completed.
5. Transportation- Mr. Hubblebank provided the committee with a document showing "morning bus ridership" to BES and MES. No motions were made pertaining to this agenda item.

The facilities committee adjourned at approximately 8:51pm- Chairman Steve Sordi made the motion to adjourn and it was seconded by Scott Baider. The vote was unanimous.

Respectfully Submitted,

Stephen F. Sordi-Chairman

Guidelines

(Energy Conservation and Building Management)

Responsibilities:

- Every person is expected to be an "energy saver" as well as an "energy consumer."
- The staff member is responsible for implementing the guidelines during the time that he/she is present in the classroom or office.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- The building administrator is responsible for the total energy usage of his/her building.
- The Energy Education Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel
- The Energy Education Specialist is responsible for either directly or indirectly making adjustments to the Organization's Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
- The Energy Education Specialist provides regular reports to building administrators indicating performance with regards to energy savings.
- The organization is committed to and responsible for maintenance of the learning environment.
- To complement the organization's energy management program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

1. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's buildings to ensure compliance with organization guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
6. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.



Confidential and Proprietary | © 2009 Energy Education, Inc.

This document may not be copied, modified, distributed or disclosed except upon written approval from Energy Education.
5950 Sherry Lane, Suite 900, Dallas Texas 75225 P: 214.346.5950 F: 214.346.5951 www.energyeducation.com



Guidelines

(Energy Conservation and Building Management)

Cooling Season Occupied Set Points¹: 74°F - 78°F

Unoccupied Set Point: 85°F

Heating Season Occupied Set Points¹: 68°F - 72°F

Unoccupied Set Point: 55°F

¹ Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

Air Conditioning Equipment

1. Occupied temperature settings shall *NOT* be set below 74°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the staff remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only or in those facilities that are involved in team-cleaning.
8. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
9. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.
10. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F-75F temperature and 35%-60% Relative Humidity. Utilize loggers to verify.



Confidential and Proprietary | © 2009 Energy Education, Inc.

This document may not be copied, modified, distributed or disclosed except upon written approval from Energy Education.
5950 Sherry Lane, Suite 900, Dallas Texas 75225 P: 214.346.5950 F: 214.346.5951 www.energyeducation.com



Guidelines

(Energy Conservation and Building Management)

Heating Equipment

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.
8. Heating oil and propane (if applicable) levels should be physically measured and recorded by "sticking the tanks" at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery

Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the classroom or office when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Grounds watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the building.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.



Confidential and Proprietary | © 2009 Energy Education, Inc.

This document may not be copied, modified, distributed or disclosed except upon written approval from Energy Education.
5950 Sherry Lane, Suite 900, Dallas Texas 75225. P: 214.346.5950 F: 214.346.5951 www.energyeducation.com



Guidelines

(Energy Conservation and Building Management)

(After official approval by administration a copy should be disseminated to all organization personnel. Copies should be posted on bulletin boards, staff lounges, organization newsletters, etc.)

Disclaimer: The organization shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.



Confidential and Proprietary | © 2009 Energy Education, Inc.

This document may not be copied, modified, distributed or disclosed except upon written approval from Energy Education.
5950 Sherry Lane, Suite 900, Dallas Texas 75225 P: 214.346.5950 F: 214.346.5951 www.energyeducation.com



<organization>

Energy Management Conservation Policy

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy management and conservation policy in order to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation at all levels.

Accurate records of energy consumption and cost will be maintained at each campus to provide verifiable performance information to the Board and Administrations of the various institutions in the <System/District> on the goals and progress of the energy conservation program.

The designated campus Administrator will be accountable for energy management on his/her campus with energy audits being conducted and feedback provided by the Energy Education Specialist teams.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. Energy Education will administer its energy conservation and management program primarily through the Energy Education Specialist teams and Administrators.
2. The Board expects all personnel at each campus to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Within 90 days, administrative "Energy Guidelines" will be adopted that define the "rules of engagement" in implementing our energy program.

Further, to promote a safe, healthy learning environment and to complement the energy management program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

Whereas the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance

Whereas the Board embraces energy conservation and desire for the <System/District> to become a nationwide institutional leader in energy management and conservation as part of our social responsibility to respect our natural resources

Whereas the Board has engaged Energy Education, to use its expertise to develop and implement a comprehensive, people-based conservation program across the <System/District>.

Therefore, the Board directs the <President/Supt> and his/her agents to develop and implement short and long range strategies to maximize energy conservation.



Confidential and Proprietary | © 2009 Energy Education, Inc.

This document may not be copied, modified, distributed or disclosed except upon written approval from Energy Education.

5950 Sherry Lane, Suite 900, Dallas Texas 75225 P: 214.346.5950 F: 214.346.5951 www.energyeducation.com



Adopted this _____ day of _____, 20____.

Chairman

Attest:

Executive Secretary

(After being officially accepted by the Board, a signed and dated copy should be disseminated to the widest distribution possible within the <Univ.System/School District>; i.e., all bulletin boards; faculty lounges, campus newsletters, etc.)



Confidential and Proprietary | © 2009 Energy Education, Inc.

This document may not be copied, modified, distributed or disclosed except upon written approval from Energy Education.

5950 Sherry Lane, Suite 900, Dallas Texas 75225 P: 214.346.5950 F: 214.346.5951 www.energyeducation.com



**REGION 14 FACILITIES WORK 2009-10
CAPITOL IMPROVEMENTS**

School	Project	Budget	Actual	Diff
BES	Replace carpeting in lower wing with floor tile	12,000	7,500	4,500
MES	Demolition of portables	50,000	51,787	-1,787
WMS	Remove carpet and asbestos floor tile and replace with tile	75,000	36,598	38,402
	Replace compressor in LMC	11,000	10,559	441
	Sound proof 7th grade wing	8,000	6,925	1,075
Pre-K	Prepare classrooms (originally planned for MES, moved to WMS)	10,000	45,787	-35,787
	Total for WMS	104,000	99,869	4,131
NHS	Remove carpet and asbestos floor tile and replace with tile	20,000	19,300	700
	Replace control panel box for sewer pump	10,000	15,348	-5,348
	Locker replacement	5,000	0	5,000
	Replace outside doors by gym lobby	10,000	10,100	-100
	Total for NHS	45,000	44,748	252
DW	Maintain fields	45,000	34,856	10,144
	Grand total	256,000	238,760	17,240

**REGION 14 2009-10
MORNING BUS RIDERSHIP**

Mitchell Elementary School								
Bus #	Expected	Mon	Tues	Wed	Thur	Fri	Ave	Var
1	35	32	31	38	37	34	34.40	0.60
2	26	21	25	21		26	23.25	2.75
3	16	11	9	12	9	11	10.40	5.60
4	24	11	9	7	10	12	9.80	14.20
5	25	18	11	14	10	13	13.20	11.80
6	15	4	4	4	4	4	4.00	11.00
7								
8	22	17	21	23	20	21	20.40	1.60
9	20	7	6	5	6	4	5.60	14.40
10	15	9	7	8	12	13	9.80	5.20
11	34	17	24	21	21	22	21.00	13.00
12	23	15	15	14	14	12	14.00	9.00
13	25	11	13	13	10	11	11.60	13.40
14	16	16	16	16	16	16	16.00	0.00
15	18	15	16	15	16	13	15.00	3.00
16	8	5	5	5	4	5	4.80	3.20
17	33	15	15	17	12	15	14.80	18.20
18	18	10	9	11	10	12	10.40	7.60
M1	18	12	12	11	11	10	11.20	6.80
M2								
M3	16	13	14	17	12	14	14.25	1.75
M4	1	1	1	1			1.00	0.00
M5	4	3	3	3	3	2	2.80	1.20
Total	412	263	266	276	237	270	268	
Average	19.62	12.52	12.67	13.14	12.47	13.50	12.75	6.87

**REGION 14 2009-10
MORNING BUS RIDERSHIP**

Bethlehem Elementary School								
Bus #	Expected	Mon	Tues	Wed	Thur	Fri	Ave	Var
1	13	5	9	8	10	9	8.20	4.80
2	21	18	19	17	17		17.75	3.25
3	12	11	13	11	12	13	12.00	0.00
4	13	11	9	9	10	12	10.20	2.80
5	16	9	13	13	15	11	12.20	3.80
6								
7	17	11	11	10	14	10	11.20	5.80
8	14	8	9	12	10	12	10.20	3.80
9	13	9	9	10	7	8	8.60	4.40
10	18	17	12	11	12	12	12.80	5.20
11	6	10	13	13	15	13	12.80	-6.80
12	31	25	30	26	25	27	26.60	4.40
13	17	7	9	8	8	8	8.00	9.00
14	22	18	15	15	21	17	17.20	4.80
15	14	13	14	13	13	14	13.40	0.60
16	34	23	24	22	23	18	22.00	12.00
17	11	3	4	3	3	5	3.60	7.40
18	21	15	15	17	16	15	15.60	5.40
M1	14	9	7	10	9	11	9.20	4.80
M2	14	13	12	14	14	14	13.40	0.60
M3	13	4	4	6	4	4	4.50	8.50
M4								
M5	7	6	4	6	5	6	5.40	1.60
Total	341	245	255	254	263	239	255	
Ave	15.50	11.67	12.14	12.10	12.52	11.95	12.14	4.10