

**THE GLOUCESTER PUBLIC SCHOOLS**

*Our mission is for all students to be successful, engaged, lifelong learners.*

## **Building & Finance Subcommittee Meeting Minutes**

Wednesday, October 16, 2019  
District Office Conference Room  
2 Blackburn Drive, Gloucester, MA  
5:00 p.m.

### **Members Present**

Tony Gross, Chairman  
Kathy Clancy, Vice Chairperson  
Jonathan Pope, Member

### **Administration Present**

Dr. Richard Safier, Superintendent  
Gary Frisch, Director of Finance  
and Operations  
Martha Jo Fleming, Food Service Director  
James Cook, GHS Principal  
Cody Marshall, Accounts and Budget  
Specialist

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**I. CALL TO ORDER** – Chairman Gross called the meeting to order at 5:02 p.m.

**II. CHIEF FINANCIAL OFFICER’S REPORT**

Food Service Equipment Replacement List – Ms. Fleming and the committee reviewed the list of kitchen equipment in the CFO’s Report that needs to be replaced, and Ms. Fleming indicated that she had not seen this list until now. She indicated that the top priority is the ovens at the high school, followed by the steamer at Beeman.

Chairman Gross noted that the costs indicated do not include installation. Ms. Fleming indicated that Chris Rose at GHS often disconnects equipment for her and then reconnects new equipment, even though he is not supposed to be touching the equipment. She noted that it would be cheaper to pay DPW workers overtime than to pay Boston Mechanical to install the equipment. Mr. Frisch stated that Mike Hale has been adamant about not working on food service equipment because he does not want the responsibility.

Chairman Gross noted that the money from the closed revolving accounts will cover the GHS ovens and the tabletop steam kettle at Plum Cove and indicated that the CFO’s Report suggests that the Main Office contingency account could be used for the rest of the items on the list. Mr. Frisch reported that the city auditor notified him this afternoon that the revolving accounts were closed to FY19 and not FY20, so that money is gone. The committee expressed their displeasure with that, noting that that was not the vote of the School Committee. Chairman Gross stated that he will call the auditor tomorrow and ask that it be reversed or the funds returned to the district from free cash.

Mr. Frisch reported that the district received \$164,000 more than he had anticipated in Circuit Breaker funds. He recommended transferring those funds to the contingency account and then purchasing the equipment out of the contingency account. Chairman Gross

indicated that the Circuit Breaker funds should not be referred to as contingency; the district has that money and it allows for more flexibility.

Ms. Fleming reported that nine drawers in the stainless steel work tables (6 at O'Maley and 3 at GHS) do not have stoppers on them and frequently fall out. She indicated that Mr. Frisch told her that the DPW will not repair them and the cost to replace the tables is \$10,449. Mr. Pope indicated that he will look at the drawers. Ms. Fleming also reported that some heavy duty shelving is needed at O'Maley, and Chairman Gross suggested that the GHS carpentry students could provide that.

Ms. Fleming reported that she has spent about \$20,000 on repairs so far this year. Chairman Gross requested a report on what was spent last year on repairs. Mr. Frisch stated that \$81,000 was spent last year between purchases and service of equipment. Ms. Fleming indicated that ovens at two of the schools were replaced last year at a cost of \$10,000. She noted that in prior years, Tom Lafleur moved money paid for repairs out of Food Service and into the general fund. Mr. Marshall reported that about \$63,000 was paid to Mechanical Air last year for repairs to freezers and ovens. Ms. Fleming noted that the Board of Health came to GHS last week and commented on the rusty floor in the walk-in refrigerator, so that needs to be replaced.

Chairman Gross asked Ms. Fleming to prioritize the complete list of equipment that needs to be replaced as high, medium and low priority. An additional subcommittee meeting was scheduled for October 30th at 5:00 p.m. to review that list.

### **III. REPORTS/DELIBERATIONS/DISCUSSIONS**

**(At this time, the agenda was taken out of order.)**

**G. Vaping Detectors** – Kathy Clancy reported that Amy Epstein of the Gloucester Health Department attended a Wellness Committee meeting and indicated that she believes kids will find another place to vape if there are detectors in the bathrooms. Mr. Cook reported that vape detectors are most effective as a deterrent. He indicated that Georgetown uses FlySense devices, and he reviewed how they are installed, the cost of the units, the activation fee, and the annual subscription fee. The committee discussed where the notification goes, the response time to the notification, and the identification of who was vaping. Chairman Gross stated that he expects the installation costs will be substantial.

Mr. Cook stated that he believes the vaping ban has resulted in a reduction of vaping at GHS and indicated that the main focus there has been on getting students help with quitting. He noted that he has not looked at where the initial \$10,000 would come from and indicated that there are other things he could be doing with that money. He does believe it is worthwhile to go forward with the next step and suggested that Grant Harris look into the installation costs. This matter will be discussed further at the November meeting.

- F. Budget Transfers** – The committee reviewed the September budget transfers. There was a discussion about the DPW responding to alarms at the schools and then charging the district for those responses.

On a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that we approve the September budget transfers, as presented.

- I. Advertising on Food Service Vehicle** – Mr. Frisch reported that Brad Sudbay would like to put the dealership’s name on the vehicle they provided to the district. Mr. Pope made a motion, seconded by Kathy Clancy, to allow Sudbay Chevrolet to advertise on the Food Service delivery vehicle. Chairman Gross requested that Mr. Frisch ask Sudbay’s to include “GPS Food Service” on the vehicle and send a proof to be reviewed by the committee at the October 30th meeting. Mr. Pope withdrew his motion.

- H. Walker Safety** – Mr. Pope requested that this matter be tabled. He would like an update from the DPW on the sidewalks on Dr. Osman Babson Road. Mr. Pope also reported that he has heard a couple of concerns from parents about kids trying to cross the rotary. He suggested asking the principals and the police whether they are aware of any concerns about walker safety. Dr. Safier indicated that he will bring this up at the November 6th leadership meeting.

**A. District Expenditures** – See Chief Financial Officer’s Report.

**B. DPW Open and Closed Tickets** – See Chief Financial Officer’s Report.

**C. Food Service Budget Report** – See Chief Financial Officer’s Report.

**D. Food Service – Student Debt** – See Chief Financial Officer’s Report.

**E. Revolving Funds** – See Chief Financial Officer’s Report.

**IV. ACTION** – See Items III.

**V. ADJOURNMENT** – On a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

**VOTED:** 3 in favor, 0 opposed to adjourn the Building & Finance Subcommittee Meeting of October 16, 2019 at 6:00 p.m.

*All reference documents and reports are filed in the Superintendent’s office.*

*Maria Puglisi, Recording Secretary*