



Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

Phone: (508) 854-8400 Fax: (508) 854-8484

www.akfcs.org

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Facilities and Finance Committee Meeting Agenda

Friday, September 17, 2021, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/97520453672?pwd=Mj9aOUxWRWtFOTthJQUc2ajRMOUdQZz09>

Meeting ID: 975 2045 3672 Passcode: 471240

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Meeting ID: 975 2045 3672 **Passcode:** 471240

By phone: +1 929 205 6099 US (New York) **Meeting ID:** 975 2045 3672

APPROVED

9.10.21 3:51 pm
City of Worcester, MA

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Attendance Recorded
- III. Review of the August 20, 2021, Meeting Minutes
 - a. **Motion:** To approve the August 20, 2021, Meeting Minutes
- IV. Facilities Update- Mike Grennon/Heidi Paluk
 - a. Flood
 - b. Capital Planning
- V. Audit Update- Alisha Carpino
- VI. Other Topics
- VII. Upcoming Facilities & Finance Committee Meetings
 - a. Friday, October 22, 2021- **Audit Presentation**
 - b. Friday, November 19, 2021
- VIII. Adjournment



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<https://akfcs-org.zoom.us/j/94438310710?pwd=OW1ob2pjNG9NbklZVE1Jak9qenlUdz09>

Meeting ID: 944 3831 0710 **Passcode:** 849763

By phone: +1 929 205 6099 US **Meeting ID:** 944 3831 0710

- I. Call to Order- Mr. Patrick Royce, Chair
- II. Introductions/Attendance Recorded
- III. Review of the June 11, 2021 Meeting Minutes
 - a. To approve the June 11, 2021 Meeting Minutes
- IV. Environmental Update- Mr. Brian Snow, OHI Engineering
- V. Facilities Report- Mr. Mike Grennon
- VI. Financial Report- Ms. Alisha Carpino
- VII. Update on Audit- Ms. Alisha Carpino
- VIII. Department Efficiencies- Ms. Alisha Carpino
 - a. Staff/Employee Relation Efforts
 - b. Procurement
 - c. HR Onboarding & Recruiting
- IX. Upcoming Facilities & Finance Committee Meetings
 - a. **Friday, September 17, 2021**
 - b. **Friday, October 22, 2021- Audit Presentation**
- X. Adjournment



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The meeting was called to Order by Patrick Royce, Treasurer at 8:03 a.m. Attendance was recorded as follows:

Board Members: Patrick Royce- Chair, Bibiche Zagabe-Ndiku

AKF Staff: Alisha Carpino, Michael Grennon, Heidi Paluk

Guests: Brian Snow, OHI

Unable to attend: Celia Blue

Mr. Royce asked the Committee to review the Meeting Minutes from the June 11, 2021 meeting. Upon its review, Mr. Royce asked for a motion to approve the minutes from the June 11, 2021 Facilities and Finance Meeting. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

Mr. Royce opened the floor for Mr. Snow's presentation. Mr. Snow, from OHI Engineering, is the consultant that has been helping with the issues of air/soil contamination which began in 2018. Mr. Snow began by explaining that the last report was done in April 2021, which was an immediate response action status report. Mr. Snow explained that we have to do these every six months and the next one is due in October 2021. Mr. Snow stated that the larger report, which is part of Phase II, is due in July of 2022 and he stated that they would begin writing this over the winter. Mr. Snow stated that they have closed out both the oil-water separator and the train wash and have done remedial injections at both of those and they are watching the data for a year /four quarters. Mr. Snow stated that they would be analyzing the results to see whether they would do any more applications or leave it the way it is. Mr. Snow also stated that indoor air sampling was done over a week ago and that the results came back late yesterday. Mr. Snow explained that he has not had time to look at them thoroughly but based on an initial glance everything looks good.

Mr. Snow explained that according to data, the indoor air and soil gas has either been steady or going down since they took over and he expected that it will continue in a downward fashion. Mr. Snow stated that they were going to resample on December '21 or February '22 during one of the breaks. Mr. Snow stated that the state is requiring the test to be done twice a year but it was budgeted for once a year. As



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far as the budget goes, according to Mr. Snow, the reserve estimate from 2019 was shared. Mr. Snow explained that a budget of \$1,000,000 was set aside and \$280,000 was not part of the reserve estimates that came out before the transfer took place. Mr. Snow stated that \$185,000 was budgeted for 2019 and because of the delay in the takeover, only \$44,000 was spent so a lot of the cost was able to be pushed out into out years. Last year \$217,000 was spent on a budget of \$169,000. Mr. Snow believes we will spend about \$20,000 to \$35,000 this year.

Mr. Royce requested an explanation of what Phase II and Phase III entail. Mr. Snow explained that Phase II is the comprehensive site assessment report where we are supposed to determine everything there is to know about the site. Mr. Snow explained that this does not always happen because they cannot tear the building down and check every spot of soil. Phase II, according to Mr. Snow means that they had a really good understanding of what is happening and what is in the space underneath the building of the school, which is still a mystery. Mr. Snow stated that there will always be some uncertainty about what might be there but according to the data at the moment everything looks good. Mr. Snow stated that they have been debating whether they want to take a camera and try to run underneath some parts of the building where there is a crawl space but that is something that they are still exploring. Mr. Royce asked for clarification as to whether this was being done in all three buildings or just the high school to which Mr. Snow stated that this was just for the high school as this was a result of the settlement from Saint Gobain. Mr. Snow that anything done at the other schools is not included in this reserve.

Mr. Royce questioned whether there was an air quality issue that came up at another one of the buildings to which Ms. Paluk explained that there was a report of mold previously but the air was sampled, and no indication was found.

Mr. Royce asked if there were any concerns about a future build-out in the high school space; Mr. Snow said not that he was aware of any concerns. Mr. Snow explained that as far as build-outs are concerned they want to make sure that they do not disturb the equipment that is currently running at the moment and he stated that they will probably want to re-evaluate the new space because the airflow design would be different than it is currently, but he does not expect any issues at the moment. Mr. Snow also explained that because AKFCS was shut down in Spring 2020 for Covid, that allowed for the team to be almost a year ahead in their plans and under budget. Mr. Snow explained that the reserve estimate would probably need to be looked at again after Phase II is done. Ms. Zagabe-Ndiku inquired about a time

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frame for Phase II and whether things would be done by July 2022. Mr. Snow stated that it should be done before that and that Phase II is the big report undertaking where they put all of the data together to see if there are any gaps missing and what needs to be done to address those issues. . Mr. Snow stated that he expects Phase II to begin in the winter and if anything needs to be resolved it can be completed in the spring.

Ms. Zagabe-Ndiku inquired about whether we should be worried about what is underneath the high school building as we do not know exactly. Mr. Snow stated that although we do not have any issues, there is some uncertainty as to whether there are any additional features such as tanks, drainage lines, or old remnants of the factory still underground. Mr. Snow explained that there are blueprints of the property, but they do not give much information. Mr. Snow explained that the sinkholes in the High School parking lot, for example, are a direct result of using poor choices of material to fill in that area, which was done by Norton Abrasives. . The material is never compacted so if at any time any water source gets into the subsurface of the asphalt, it washes all the material away. Because of the buses that are driving around the building, the soil starts to compact underneath and a sinkhole is formed. Mr. Royce then asked if the sinkholes should just continue to be filled one by one or whether the whole parking lot/property should be redone. Mr. Snow explained that because of all the heavy vehicles that travel on that same path that is where most of the wear-and-tear will be and there will be repeated sinkholes. Mr. Snow stated that eventually, you may have to dig up the whole area to backfill it and compact it but that is a pretty significant number and he thinks it could cost about \$1M because asphalt is very expensive at the moment.

Mr. Grennon, Director of Facilities, began his report by stating that with the rain the day before there were about two feet of water in the Elementary School basement. Mr. Grennon also stated that sewage came into the building as well. They are starting to assess the extent of the damage. Mr. Grennon explained that because of the heavy rainfall that came so quickly there wasn't much that could be done in terms of preventative measures besides the ones that were already in place. Mr. Grennon explained that about 95% of the water has been removed already. Mr. Grennon explained that 5 feet of water were all the way to the top of the retaining wall near the back of the elementary school; the football turf was also flooded which raised the turf field.

Mr. Royce inquired about putting in a claim and what was the deductible amount? He also recommended some future reconfiguration as this would likely happen again. Mr. Royce also wanted to

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know if there was any help that could be given from the city and Mr. Grennon explained that there was not.

Mr. Grennon explained that all of the buildings were cleaned this summer as the cleaning company did all of the stripping and waxing and moving the furniture. He stated that they are in the process of moving furniture back into their classrooms. Mr. Grennon stated that sinkhole and crack filling repairs were done at the high school parking lot and that the middle school parking lot was painted/lined.

Mr. Grennon reported that there were a couple of rooms being built in the elementary school; new light fixtures and large fans are also being installed in the activity center. Mr. Grennon stated that the turf field was also repainted.

Mr. Grennon stated that they were looking for an engineer to come in to look at the middle school and elementary school and an RFP has to be done for the engineering part of it. Mr. Royce inquired about the previous engineer and Ms. Plauk informed him that it was Polk Kallis. Ms. Zagabe- Ndiku inquired about installing a platform to keep the heavier machines on instead of the ground in case another flood comes and Mr. Grennon states that they are looking into that. Ms. Paluk stated that Mr. Grennon and his team have been working very hard and coming in early. Ms. Paluk stated that They are now trying to secure the Middle School entryway and some glass doors were put in but because of that it meant that they had to do some reconfiguration when it comes to the offices that are downstairs. Ms. Paluk also states that Mr. Grennon had to also build a calming room in the elementary school.

Ms. Paluk also stated that the high school now needs 280 desks as they do not want to use the current ones due to social distancing and Mr. Grennon did put in an order but they have to be built once in. Ms. Zagabe- Ndiku asked whether the desk would be here in time and Mr. Grennon stated that they would. Ms. Plauk then stated that Allan was away on medical leave but is now back and has been helping the school get in shape by taking care of the grounds and assisting Mr. Grennon.

Ms. Carpino began her report on the finances. She stated that the final numbers were \$1,000,024 which put us below the budget. Ms. Carpino also stated that a new bus contract was signed. Ms. Paluk explained that it was a 3% increase each year putting it at 5,000,000 total. Mr. Royce wanted to know if



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Durham placed a bid and Ms. Carpino stated that they did not. Ms. Carpino stated that under the meal revenue we would be under the SSL program for the entirety of the school year. Ms. Carpino also stated that there was a total revenue of \$189,000 which was significantly lower than budgeted but that is because students were not in school and it was more than was forecasted because, in the end, the students ended up returning. Ms. Carpino stated that we have been approved for the ESSR2 and that she is currently working on the ESSR3 as there are a little bit more requirements needed for that one.

Ms. Carpino explained that staffing costs are still below the budgeted amount because of the positions that were open last year. Ms. Carpino stated that we were above the forecasted amount because of the bonuses that were given to the employees this year. Ms. Carpino also explained that a resource Personnel was hired who is going to help in the business office and right now there are two non-instructional and five instructional that are not substitute-related positions that are open. Miss Carpino explained that the new HR Personnel Mariana would assist with getting the HR within the school on track. Ms. Carpino explained that we did stay above the forecasted amount for the benefits. Miss Carpino stated that open enrollment ends on August 31st and a 3% increase on the health and dental insurance was negotiated. Mr. Royce inquired about whether HR knowledge was a broker that helped with negotiations. Ms. Carpino explained that the ADP payroll is through them but payroll is done in a tandem manner. Ms. Zagabe- Ndiku suggested that at some point, it would be nice to have a finance team in-house so that we do not have to outsource.

Mr. Royce then inquired about the amount that HR Knowledge was being paid and Ms. Carpino stated that it was over \$100,000 a year. Mr. Royce then inquired about the balance sheet and wanted to know if, at some point in the fall, they could get a very detailed breakout of the various big-ticket expenditures that were coming our way as he wanted to see the true net cash amount. Ms. Zagabe- Ndiku wanted to know what insurance for non-employees was for and Ms. Carpino explained that it was for the umbrella insurance but she would have to dig into what that line is for specifically. Ms. Carpino explained that the audit has been going well and that she has been cleaning up certain things but they are moving on the right track. Ms. Carpino states that the last portion of the audit will come in 15 days.

Ms. Paluk then stated that Ms. Carpino has been working very hard and has made everything electronic to which Mr. Royce agreed as so much change for the better has happened.



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Mr. Royce asked for a motion to adjourn the meeting. Ms. Zagabe- Ndiku made the motion to adjourn the meeting, and Mr. Royce seconded the motion. The meeting was adjourned at 9:05 a.m.

								HIGH									
	Abby Kelley Foster Charter Public School							MED									
	Estimated 10 Year Capital Plan- revised December 2020							LOW									
				Total	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year			
	Location	Department	Project Description	Estimated	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Comments	Status (12-2020)	Notes as of May 20201
	Elementary	Bldgs & G	Front Replacement	\$ 10,000		\$ 10,000									The front door needs to be redesigned for safety.	Starting the Investgation stage 2021	The sensor for motion is sensitive and unlocks when students get too close. This summer
	Elementary	Bldgs & G	Lower Level Flood Control - Three doors and exterior walls.	TBD			TBD								The lower level (bsmt) of the elementary school floods when Weasel Brook overflows during heavy rain storm.	Staring the Investigation stage 2020/2021.	This is part of a larger engineering study that needs to be done for ES and is related to the water in elevator shaft, which is tied to the drains, tied to the playground retaining wall, and tied to Weasle Brook, tied to the sinkhole on sidewalk in front of ES on New Bond with steel plates covering it.
	Elementary	Bldgs & G	Sidewalk Repair - Rebuild or replace failing sidewalk	TBD			TBD								This includes a structural issue. Steel plates have been installed but this is a temporary fix.	Staring the Investigation stage 2021/2022.	This is part of a larger engineering study that needs to be done for ES and is related to the water in elevator shaft, which is tied to the drains, tied to the playground retaining wall, and tied to Weasle Brook, tied to the sinkhole on sidewalk in front of ES on New Bond with steel plates covering it.
	Elementary	Bldgs & G	Lighting Retrofit - Change current T12,T8 to LED.	\$ 100,000				#####							Any lighting upgrades will need to wait until the electrical service is in place.	No Changes	Not recommeding this at this time
	Elementary	Bldgs & G	Brick Repointing	\$ 50,000			\$ 50,000								Alot of the brick and mortar is staring to crumble due to the age and the weather. This will cause water to enter the building.	Starting to get quotes 2021	Just need to get quotes for this work
	Elementary	Bldgs & G	Window replaced and frame construction	TDB			\$ 50,000								Alot of the brick and mortar is staring to crumble due to the age and the weather. This will cause water to enter the building.	Starting to get quotes via engineering in Summer 20201	This is going to need an engineer to develop the scope of work. This will need to be done before the Brick Repointing
	Activity Cent	Bldgs & G	Building upgrades - Annual allotment to repair or replace items	\$ 65,000		\$ 40,000	\$ 25,000								Building needs the following 1) Two large Ceiling fans, 2)Stairs to access upstairs to turn into storage, 3)New light fixtures. 4)New back door	Starting to get quotes 2021	Budgeted in 2022 for new garage door. Next priority is lights/fans '22 or '23 and then internal retractable staircase and lift '23 with better storage in loft area. Goal is also to clean out the external storage units FY '21.
	Middle	Bldgs & G	HVAC to the entire building	TBD		\$50,000.00	TBD	TBD							Work is in progress	Projected completion date for this project is	Hiring engineer for this HVAC project. '22
	Middle	Bldgs & G	Lighting Retrofit - Change current T12,T8 to LED.	\$ 75,000			\$ 75,000								Any lighting upgrades will need to wait until the electrical service is in place.	No Changes	Not recommeding this at this time
	Middle	Bldgs & G	Exterior Stairwell Rebuild stairs and top plates and drain -	\$ 60,000		\$ 60,000									Repair/ Replace stairs these are fire exits.	Getting estimate in Summer 2021	Stairs are starting to rot. Need to add steal plates to cover top grate as well as treads for staris to cafeteria.

	Middle	Bldgs & Grounds	BRM Space Roof leak into Teachers' lounge and classroom	\$ 50,000		\$ 50,000									Replace Roof over BRM space	Summer of '21	Waiting for Drone footage to determine the extent of the leak. Need to renovate the Teachers' Lounge and Classroom (summer '21) but need to fix roof at same time
	Middle	Bldgs & Grounds	Plumbing - Rebuilding pump	\$ 50,000			\$ 50,000								Rebuilding the building's sewage ejector pump and misc piping.	Cleaned during Summer '20	Cleaned last summer, moving rebuild to '23 (estimate in Spring 22)
	Middle	Bldgs & Grounds	Epoxy Flooring - Resurface epoxy flooring in the	\$ 30,000				\$ 30,000							The existing floor is worn.		In house repairs were done, extending the life of the floor.
	BRM	Bldgs & Grounds	Buffer Space in BRM is owned by us and has some issues	\$ 50,000		\$50,000									Issues identified by building inspector	UNBUDGETED ISSUE	Some issues were brought to our attention with recent inspection including mold, roof leak, lighting fixtures, holes, BRM stairs, exposed wiring etc. Project scope will need to be done ASAP and have to be addressed before
	High School	Bldgs & Grounds	Parking lot Redo	\$ 500,000						#####					This number is an estimate. We can continue to do patch repairs until a later date.		This would be a comprehensive reconstruction with full demo, adding truck loads of soil, new drains and new asphalt
	High School	Bldgs & Grounds	Parking lot patchwork and crack filling	\$ 75,000	\$25,000	\$ 30,000	\$ 25,000										Summer of '21 will have all cracks filled to help prevent the washing/eroding, although the soil is very loose.
	High School	Bldgs & Grounds	Epoxy Flooring - Resurface epoxy flooring in kitchen	\$ 30,000		\$ 30,000									The existing floor is worn.		In house repairs were done, extending the life of the floor.
	System - Wide	Bldgs & Grounds	Furniture Replacement - Annual	\$ 315,000	\$45,000	\$ 45,000	\$ 45,000	\$ 45,000	#####	#####	#####				Dividing this amount between three buildings	No Changes	Budgeted per school in FY22, will need new desks this year due to COVID and not using tables like
	System - Wide	Bldgs & Grounds	Equipment Replacement - Annual allotment for replacement of	\$ 90,000	\$20,000	\$ 15,000	\$ 20,000		#####	#####					Some equipment is at the end of its life and we will need to start replacing floor machines	No Changes	replacing a floor machine in FY22
	System - Wide	Bldgs & Grounds	Boilers	TBD						ES	MS	HS			Boilers are approaching the time that they will need work or replacement EMS is 20+ years, MS is 18 years, HS is 12 years	Approximate cost is \$40-50,000 per unit	The life cycle of these units are approaching end of life. They have been cleaned and maintained and recently inspected. This will just be a relace when they quit, not proactively replacing at this point.
	Grounds	Bldgs & Grounds	Turf Replacement	TBD		Will need to be replaced									All three areas (Main feild, Practice feild, and EMS playground)	.	This is a bigger conversation.
	Grounds	Bldgs & Grounds	EMS Playground	TBD				TBD							Playground will need to be repalced	.	This is grant/fund develop opportunity
	Grounds	Bldgs & Grounds	Seal Coat & Re-line - All parking lots and driveways												This is a preventive maintenance measure to keep all blacktop areas sealed	No Changes	No recommending it for the high-school at this time; MS is owned by Liberty. ES is in good condition. All parking lines can be repainted internally.
			Capital Plan- Building &	\$ 1,550,000	\$ 90,000	#####	\$ 340,000	\$ 175,000	\$ 65,000	#####	\$ 60,000						.



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AKF Staff: Alisha Carpino, Michael Grennon, Heidi Paluk

Mr. Royce opened the meeting at 8:03 a.m. Mr. Royce asked the Committee to review the Meeting Minutes from the August 20, 2021, meeting. Upon their review, Mr. Royce asked for a motion to approve the minutes from the August 20, 2021 Facilities and Finance Meetings. Ms. Zagabe-Ndiku made the motion, it was seconded by Mr. Royce. The committee unanimously approved the minutes.

Mr. Royce opened the floor for Ms. Paluk and Mr. Grennon to present. Ms. Paluk stated that at the last meeting, which was the morning after the torrential rain which caused the flooding at the elementary school, ServiceMaster was called and has been there for the last month's cleaning. Ms. Paluk stated that the entire basement in the elementary school had to be taken apart due to that flooding. Ms. Paluk stated that a few days later in the Middle School, and the odor was detected in the basement, which confirmed that the BRM space had also received water damage from the flash floods on August 19. Ms. Paluk stated that ServiceMaster has since been cleaning that site as well as the Elementary school, however, there is an ongoing leak that cannot yet be determined the cause. Ms. Paluk stated that ServiceMaster has just been removing the water and that no demolition has been started in BRM/MS as we are still waiting on insurance information/estimate. Ms. Paluk explained that there could be hazardous materials (floor tiles) that will require additional abatement; more information is needed however to make any further determinations.

Ms. Paluk then turned it over to Ms. Carpino and Mr. Grennon for further discussion on the insurance. Mr. Grennon explained that we are in a holding pattern with the adjustor and are waiting on that to begin the work and assess the situation in both ES and MS.

Mr. Royce inquired about the function of the adjuster and wanted to know if waiting on them determined when and what work could be done to which Mr. Grennon stated "Yes."



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Mr. Royce then inquired about the water that was continuing to come in from BRM and wanted to know if that was the result of all the rain and the stream. Mr. Grennon stated that we will not really know until the full extent of the damage is assessed.

Ms. Carpino explained that the insurance company has a concern about two policies with the same address (#10 New Bond Street), but that the address problem has been corrected. Ms. Carpino stated that she would be speaking to the adjuster in order to straighten everything out for future claims. Ms. Carpino stated that she was waiting to see if the damage at the middle school would be covered or if there would be any out-of-pocket expenses.

Ms. Zagabe Ndiku inquired about the address issue and wanted to know if the address being the same would have an impact on what building/s are covered. Ms. Carpino stated that the change in the policies would show 10 New Bond (Elementary) and 10 New Bond (Middle) as both buildings have their own insurance policy although they have the same address. Ms. Carpino stated that there are three flood policies, one for each school.

Ms. Zagabe Ndiku then inquired about whether the areas that might have hazardous materials are out of use? Ms. Paluk stated that there was not another place for students to eat besides the cafeteria and while we wait for more information, they are still using that space. Eventually, when work begins, we will need a plan so students can eat in the classroom as it would be very unlikely that students would have access to that space while the work was being done. Ms. Paluk stated that this work would most likely mean the downstairs will be offline for a period of time.

Ms. Paluk stated that a conversation has not been had recently about the usefulness of the Middle School cafeteria. Ms. Paluk stated that this is not set up to be a fully functioning cafeteria as it does not allow for food to be cooked there. Ms. Paluk stated that for both the Middle and Elementary schools, prepared meals have to be brought in daily and heated; which is a costly solution, and the food choices are not popular among the older students (grades 6-7). Ms. Paluk stated that we may want to look at renovating the cafeteria if that is possible while undergoing these insurance repairs.

Ms. Carpino stated that she would run the numbers and costs estimates on a project such as this but she feels that there would be a cost-saving given the purchasing of the prepared meals and the waste. We might have to hire a cook in addition to physical improvements. Ms. Carpino stated that Abby Kelley

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Abby Kelley Foster Charter Public School

10 New Bond Street Worcester, MA 01606

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Facilities and Finance Committee Meeting Minutes- FINAL

Friday, September 17, 2021, 8:00 a.m. DIGITAL MEETING

<https://akfcs-org.zoom.us/j/97520453672?pwd=Mj9aOUxWRWtFOThJQUUc2ajRMOUdQZz09>

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receives a Federal allocation for food but is only for the High School and cannot be allocated for the Elementary School or Middle School because there is no kitchen to cook it in.

Ms. Zagabe Ndiku inquired about whether the work in the kitchen and also the work in the cafeteria can be done at the same time. Ms. Paluk stated that we need more information before we can make a recommendation. For example, if this is something that will take nine months, then it is obviously not feasible but if this is something that can be done in two months, then it should be considered.

Mr. Royce inquired about a proposal timeline and Ms. Paluk stated that some of this is based on what the insurance says/decides. Ms. Paluk stated that if the insurance will cover certain things, then we could go above and beyond it. Ms. Paluk stated that she is worried that there may be some out-of-pocket expenses even for the insurance claim. Mr. Royce then asked Ms. Carpino what the insurance policy limit was for each building. It is \$500,000 per building with a \$50,000 deductible.

Ms. Blue inquired as to why Ms. Paluk was concerned about the insurance not covering certain things. Ms. Paluk stated that the adjuster mentioned to Mr. Grennon that there was a \$10,000 limit on hazardous material; something we need clarification on as to what is considered hazardous material. Ms. Paluk stated that until we learn what they will cover, there is a slight worry. Mr. Royce inquired about what the running total with ServiceMaster was at the moment and Ms. Paluk stated that we do not have a running total but that they have been here every day since the storm, which is obviously going to be expensive.

Ms. Paluk stated that in addition to the Elementary School and Middle School, there was quite a bit of damage to the fields because of the storms; there were close to four to five feet of water on the field. Ms. Paluk stated that this lifted the turf and separated seams. Talks were already in place to update the field as it is old. Ms. Paluk stated that the turf has a 10 year life cycle; we are on the 14th year. Since it encapsulates a brownfield, we need to ensure it stays in good condition.

Mr. Royce questioned whether there was an easier way to look at the various projects that are being performed or need to be done along with the cost or other important things such as a Gannt chart. Ms. Paluk stated that this is something we can complete once we get some more concrete information.

Ms. Carpino provided an audit update. Ms. Carpino stated that we are in the last phase of the audit and most documents/access has been given to the auditor so they can begin their audit. Ms. Carpino explained that the presentation for the audit is on October 22, 2021. Ms. Zagabe Ndiku inquired about



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whether any of the current expenses such as the floods are going to be included and Ms. Carpino stated that it would not as those items would be included in next year's financial report. The audit covers July 2020 to June 30, 2021.

Ms. Carpino stated that once August financials are done, she would be sending them to the Board.

Ms. Zagabe Ndiku stated that we have always been aware of the age and materials within the buildings because of work done before; the insurance should be aware of that. Ms. Zagabe Ndiku stated that moving forward, we should consider adjusting our policies to make sure they reflect the materials within our buildings; If the insurance policies are increased, then we should be covered properly.

Ms. Blue stated that those were good points that should be looked at and assessed by Ms. Carpino. Ms. Carpino stated that she was informed that these two claims should not increase our premium.

Mr. Royce excused himself from the meeting at 8:30 a.m. Ms. Blue then went over the upcoming meeting dates and asked if anyone else had questions or comments. Ms. Paluk took the moment to inform everyone that she has hired a new director of IT who will start on September 27, 2021. Ms. Paluk stated that he is coming from a strong IT background and will hopefully be an asset.

Ms. Blue called for a motion to adjourn the meeting. Ms. Zagabe Ndiku made the motion and Ms. Blue seconded the motion. The meeting was adjourned at 8:36 a.m.

List of Documents Provided:

Capital Plan-DRAFT