

COMMITTEE ON JOINT SCHOOL BUILDINGS

April 19, 2000

7:00 PM

Chairman Herbert called the meeting to order.

The Clerk called the roll.

Present: Alderman Pinard, Alderman Thibault, School Cmte. Member Leonard, School Cmte. Member Herbert

Absent: School Cmte. Member Paradis

Messrs.: R. Robidas, S. Page of Bonnette, Page & Stone, T. Clougherty, K. Sheppard

Chairman Herbert addressed item 16 of the agenda:

Notice of Prequalification for Bidding for the following project:

Intrusion Detection, Portable Duress Devices, Closed Circuit,
and Audio Access Control Equipment for
Senior, Middle and Elementary Schools

Mr. Robidas stated this handout is to notify and stay in contact with the committees and with the School District regarding the progress we are making with the intrusion systems, portable duress buttons and the closed circuit to the audio access controls for the schools. This is a project that we initially were not looking at to complete under the NORESKO package. We found it much more cost effective if we completed the project ourselves. Kevin Sheppard and Tim Clougherty have been working with NORESKO and there were some funds that are available from NORESKO that will be coming back into this particular project as well as some funds appropriated by the Board of Mayor and Aldermen previously through the savings/rebate from Public Service Company of New Hampshire which have been put into the security line item. That coupled with the CIP appropriation to expedite a schedule would allow us to proceed to begin construction as soon as school lets out. We would have to coordinate that in conjunction with the Highway Department Building Maintenance Services with the contracts that they have going this summer. We visited the schools last summer, the engineering drawings are completed and updated to reflect the

appropriate changes. Those were ready for us as of yesterday for all twenty-three facilities. We would be doing a comprehensive package of intrusion detection. Many of these systems that we have now is a mix and balance. The City of Manchester owns some of them and some have been on lease for many years. The current expenditure continuing along that line as well as the amount of the equipment that we have in the schools and whether there is still adequate protection. There is not adequate protection in these facilities. These would all be new systems and will be simultaneous so we do not get into a situation where we have to measure the schools of which to be done first and which to be done second. These funds will allow us to take care of all schools simultaneously so no one will be left out of the loop and we will have protection in all schools. It will not be a piece-meal project. It will be a comprehensive package of intrusion detection, which is much more extensive than what we currently have within the facilities. We will own the equipment outright from day one, there will be no lease agreements as part of this package. The portable duress devices are an option that we are adding on to these particular intrusion detections. We are using this as a base what we were hoping to accomplish initially to do intrusion detection in conjunction with access control. However, the funds will not allow us to do both simultaneously. We will be able to use this as our foundation and continue to grow as the package goes on within the years to the degree of being able to interface all of these products as we go along. We will be able to get into a one-card system ultimately for the middle schools and the high schools. Where the student identification card will serve as their student ID and serve as access control for the doors and hours that they are programmed to. They will be able to buy their lunch meals, which will be automatically deducted, as well as their library books. Some of those features are online, however, the equipment that we will be buying we are making sure will interface with everything along the way so we will not have to replace it. Everything will interface at some point in time. It is all part of the foundation package. The portable duress devices are an option that we have included. There was some concern when we spoke with the school faculty last year, they were looking for some type of notification device. What they were talking about was, initially in the plans was to have some type of alarm go off in the office at each facility. The realization is that it is only good if there is someone in the office. If there is a member of the faculty who is working after-hours in the building and they need assistance and there is no one monitoring the office area, the alarm goes nowhere. What we were able to do was transfer the items, and the cost is reduced for us, is utilize these portable duress devices. How the bid specs. are broken down is that each school would receive six as part of this project. If a school has some additional money that they would like to add on that is okay, we can do so they are cost effective. They are only about \$70 each per unit. We can add from one to infinity in the system so we are not limited on the number of devices we add to the system. We programmed six for each school. We would work those out in conjunction with the principal in each facility. Some

examples of what was discussed with the principals especially in the senior schools how these may be utilized; we may designate two for the cafeteria area because they have faculty that is on duty in the cafeteria area. In addition to their portable radio. Sometimes if they have some situations that occur in the cafeteria, they are looking to get hold of someone on the radio and have someone get in touch with someone else to contact the police. These portable devices, if we assign two to the cafeteria area, by a mere touch of the button (they have a clip-on like a pager) by activating the devices, it goes to a central station monitoring company who automatically notifies the police and says to respond to school "x" cafeteria we have a duress device. They know exactly where they are headed. The other ways we will be able to use this is in the office area of the schools, in addition we would be able to sign them out to specific areas of the schools. We would break off the schools into zones. If it were a multi-tier facility, we would say third floor has their own device and all of these would be controlled through the main office. The administration to each building would control which faculty member signs them out. The reason for that is because of the monitoring, it comes in by a code number. It is not global satellite positioning so they cannot tell exactly where it is so if we just allow them to flow freely in the building they will know that there is an activation device someplace in the building. However, they would not know where it is coming from. We have to control which specific devices go to which area. That is another safety device that could be used during school hours in addition to if faculty is in the building or in a conference. Sometimes it can get heated and we have received this type of information from speaking to the administrators in the faculty, that sometimes they wish there was some way they could summon someone because things may get out of control. They may be in the building after hours working and it gives them that peace of mind. What we would do is if they leave the building at the end of the night and take it home, it will not do any harm and they return it the next day. If they have that security in the building they have that security as they go out to their vehicles especially after hours. Another nice feature of this particular intrusion detection, what we are doing with the bid specifications is that the systems will arm themselves, which they currently do not. We have a check and balance into the system that is built in so that the system will check itself at a designated hour that we so designate. That could be changed from facility to facility so in the event someone fails to activate it, the system will arm itself. We will have the system check itself two or three times per night just to make sure that it is armed. Our facilities will always be armed. We will not have to rely solely on someone physically arming the system. We can have that done electronically as well. Since it is a much more comprehensive package, and there will be multiple devices throughout each facility, each sensor is an addressable unit. Each sensor has its own specific address so as the police respond, I have already supplied the CD-ROM to the Police and Fire Departments. As they respond when an alarm comes in and they receive notification from the central station, and we have such a

device that is activated, they can actually bring it up on a screen. It will pinpoint specifically which room in which portion of the building that was activated.

Chairman Herbert asked would this be at the Police Station.

Mr. Robidas replied they would be able to bring that up at the Police Station. I have already provided them with the CD-ROM. They have already downloaded the blueprints for me where the locations are and Information Systems has already customized the CD so that it will load into the City's systems. They are already in possession of those.

Chairman Herbert asked does the alarm go directly to the station.

Mr. Robidas replied in the negative and stated the alarms will actually go to a central station monitoring.

Alderman Pinard asked where is the central station.

Mr. Robidas replied that would be a bid process and will be separate from this particular contract. It will be someone such as Honeywell or CentrAlarm that do the actual monitoring. The reason for that is we priced it out both ways. What it would cost to monitor the alarms ourselves. We did that in two different ways. We did it with the Energy Management Systems this past fall in conjunction with the Highway Building Maintenance Services because those alarms had to be monitored as well. There was a discussion where those would be monitored after hours because that is a six-month contract. When we priced out the Fire Department, who graciously agreed to take it, we had to get a cost from them. Chief Kane figured out a cost and gave us a figure of \$8,000 or \$9,000 to monitor. We would then check with the private concern and it would cost \$2,400 and they were able to provide the service at a less cost than Chief Kane was. Their cost factors are different and that is their sole function. When we looked at this particular type of system, we also looked at what it would cost for the City of Manchester to monitor itself. If we went through the Police Department, and they are willing to take that on as a function for the intrusion systems, our start-up cost would have been about \$20,000 for the equipment and get it online, which is not bad. That was before we figured out any charge back cost. In addition to that, it would have started costing us a lot of money because as part of our system and our design process, it has a cellular backup system. If the phone lines are down we are guaranteed we are going to receive the alarm because the alarm will go off on a cellular call. That is where our \$20,000 would have been for startup to have that type of equipment receives it. It only adds about \$10 a month per site, however, each time one of those alarms go off, the cost directly to us would be \$3.00 per minute for the cellular use under those packages. Whereas, if we go to a central

station monitoring company, we know the prices are generally about the same, they will probably be a few dollars different on some of the bids. That would run us about \$25 to \$30 per month flat fee. That would not change regardless of the number of alarms that were activated. Cost-wise it made more sense that it would run us about \$8,000 per year versus an unknown quantity. Then we are not responsible for maintenance and upgrading of the equipment. The other option to that was using a radio frequency backup to avoid the cellular cost. We could have changed the bid specifications as a backup unit. The problem with the radio frequency was cost. Our cost to startup would have been about \$75,000 because we have direct radio towers to receive the frequency. We are finding it much more cost effective to bid that service out. The closed circuit and the audio access control portion, this is a part of the foundation, the schools have been very good especially some of the senior and middle schools and the elementary schools as having secure facilities. This is a major portion, to making sure this remains successful to have a secure facility. Once all of the doors are locked, it will require everyone to go to the main entrance to gain access to the building. There will be a color camera on the access to the buildings so that they can actually see in the office who is there. There will be a color monitor in the office so everyone in the office can see. They will announce themselves, there will be a "bell" which will activate a two-way audio system. So they can see and speak to the person and if the office is comfortable in allowing access to the person, they have a release button which releases on electromagnetic lock that allows the person entry to the building. They will understand who is coming into the building in advance. This we are tying in to make sure it is safe for fire codes and for evacuations in the event of emergency. There are several backup systems to that so in the event of a fire, the doors will automatically unlock. If someone is approaching it from the inside, the doors automatically unlock. The third stage is if all else fails, there is a release button they can hit from the inside which lets them out of the building as well. We are not concerned about anyone being trapped in the building at any given time. We have three backups to that system to make sure those doors unlock in the event of an emergency. That is at each particular door. At the schools where the ADA Accessibility to the buildings does not match the main entrance to the facility, we have duplicated the process at the location that has been designated as the accessible entrance to each facility. Some of these facilities we have to duplicate the process to the main entry area so that it will be in compliance with the ADA if that does not match the main entrance. If someone uses another entrance location. The reason we want to keep you updated is that we will, as we go through the process, make sure that we train each individual facility faculty member. Each unit can be customized with the administration of each building to take care of their needs. We want this to be as low-profile as possible, not that we are trying to hide anything because it is not a secret that this will be there, but we do not want it to be confusing or intrusive on the way. We want to program it the way they use their facilities because the alternative is that

we use the equipment. We try to make things very much adaptable to how they will use it. We understand, like any other project, there will be some bumps along the road, but we are hoping to complete this in time for Labor Day if everything goes according to schedule in all of the facilities. Then go through a training process as the schools come back in session.

Alderman Pinard asked about cost.

Mr. Robidas replied we have an idea of the cost, but we have not gone out to bid yet on this particular price. That will be the next stage. We are doing the pre-qualification bids and those have been sent out now.

Alderman Pinard asked about maintenance. If we buy the whole package, who is going to maintain that.

Mr. Robidas replied part of our bid specifications require that there will be a three-year warranty. That will be a cost to the School District. We have spoken with the assistant school superintendent who has worked with us on the project last summer. That would be a cost three years down the road that has to be absorbed by the School District. At that time, part of our bid specifications also shows that they must provide us a catalog of parts. We can actually conduct bid processes because we will know what we need for parts for maintenance.

Alderman Pinard asked do you only have two companies in the country that is listed here.

Mr. Robidas replied we need two specific grants. We named two specific grants because we know those will meet our needs. We will accept comparable grants but I do have a check sheet, which we are providing to them upon their request. If they are not going to bid one of the two specific product, there is a check sheet to show what the product that they are proposing will do versus the two that we have specified to make sure we are getting a comparable product.

Alderman Pinard asked what about maintenance of either one of these two if something goes wrong with the system. Do we have to fly somebody here at our cost.

Mr. Robidas replied in the negative and stated there is a local vendor. The local vendor in conjunction with the manufacturer is the way the bid specifications read. It is the manufacturer and/or local vendor that must provide us a three-year warranty.

Alderman Pinard asked the Fire Department would charge us \$10,000 compared to a private sector of \$4,000. Why would the Fire Department be much higher than the private sector.

Mr. Robidas replied that was for the monitoring of the Energy Management Systems through the winter months. Which is an annual process. The School District was paying about \$34,000 for that service previously up to this point in time.

Chairman Herbert asked to the Fire Department.

Mr. Robidas replied in the negative and stated the School District was paying that to a private corporation. It was about \$34,000. Then through the NORESCO process with all of the changes that have been made, that was about time to come back online, NORESCO through the Highway Department Building Maintenance Services was ready to come online so we revisited the monitoring aspect of it. What we were able to come across with was to take some money out of the NORESCO budget, buy the actual computer ourselves, locate it into a central station which is similar to what we were going to do with the Fire Department but there was additional equipment that would have had to have been modified at the Fire Department to make it compatible. There were some issues that had to be dealt with.

Alderman Pinard asked they are not saving at all with NORESCO.

Mr. Robidas replied on the Energy Management Systems, we saved about \$32,000 per year over what we were previously paying by going to a private corporation and using the new equipment.

Alderman Pinard asked when would you have the complete report for us before you go to bid. Are we going to see a list of bidders on this before you go out to bid.

Kevin Sheppard, Deputy Public Works Director, replied probably not. It is up to Mr. Robidas, but typically the process we have had with Joint School Buildings Committee is that we come to the committee and we tell them what is going on. We go out to bid and when we get the bid we bring the bids before the committee for their approval. We recommend the contract to the committee. If it had to come to the committee for every step, we would not get anything done.

Alderman Pinard asked but you will come back to the committee.

Deputy Sheppard replied it is Mr. Robidas' intent once he gets the bids.

Chairman Herbert stated he is just giving us an update on where he is headed.

Mr. Robidas stated we will try to make sure we keep everyone informed where we are in the process.

Alderman Thibault asked why would it be that it would cost us that much money to have this monitored through the Fire Department. Somebody is there constantly handling 911 or every other emergency in the City of Manchester. Why would it cost us so much more to do that.

Mr. Robidas replied I couldn't explain the formula but we did ask the chief for a price and he was very cooperative.

Alderman Thibault asked the Fire Chief.

Mr. Robidas replied not for intrusion alarms, this is for the Energy Management Systems. We did ask him for a price because obviously there is a charge back policy so we asked him what it would cost us and it was \$8,000 to \$9,000 is what he came back with. I cannot tell you what the breakdown was.

Alderman Thibault stated that bothers me because here we are in the City of Manchester and we are paying people to stand in the Fire or Police Department and if there is one extra light for whatever emergency in one of the schools.

Chairman Herbert asked this particular contract, is a School District contract.

Mr. Robidas replied this particular contract would work in conjunction with the School District. We are using some of the CIP money, which is under Human Resources/Security.

Alderman Thibault stated it is all City money.

Chairman Herbert stated am I just trying to figure out that you come back to this committee for approval on this particular contract to make sure we are going through the proper procedure.

Alderman Thibault stated if we have people monitoring some of our vital functions of the City, I have a problem with that they cannot meet a private contractor's bid because there are people there already.

Deputy Sheppard stated I cannot speak for Chief Kane but part of it may be that the Fire Department had to take a look at their cost of operating all of their

operations of their dispatch center. Then they had to appropriate 10% would be School District. They took that cost and divided by ten and they say \$8,000 where the private sector has twenty operators sitting there waiting for a call. They have minimum overhead and they are probably handling a thousand facilities. There is a big difference in economics involved in that. The Fire Department has a school charge back now. The City of Manchester has directed all departments to charge back the School District, anything for school issues. I am not sure how it was calculated, but I would not doubt that the total cost for operating the center and took a percentage for adding this on even though the people are there, there is a charge back percentage that would have to go back. It is economics of scale with the private sector.

Alderman Thibault stated we have to look at both sides of that. What is that charge back as compared to what a private contractor will charge.

Deputy Sheppard stated that we have worked well with the private sector. We are very confident with the service that we are going with.

Alderman Thibault asked about the maintenance of this and what is it going to cost. Who is going to pay for that. Is that coming out of the school budget, although it is all City money, we get hit with that. That is another major issue that the Aldermen brought up.

Deputy Sheppard replied right now the school security system is paid directly through the School District. The Building Maintenance Division of the Highway Department has nothing to do with it. It is a School District item. For example, during the first three years, someone destroys one of the cameras, the School District is going to have to hire someone to repair that because the Building Maintenance Division is not trained to do that. The School District is going to have to have some contract or have the ability to call someone to make repairs during the first three years even though there is a warranty they do not cover vandalism. That will be a cost to the School District.

Alderman Pinard asked how about afterwards.

Deputy Sheppard replied it would be a cost to the School District.

Alderman Thibault stated in their budget that is going to be something that we have to look at.

Chairman Herbert stated to Alderman Thibault you are interested in finding out how the City departments bid on a project by the School District. You are questioning why was our bid so high. I am trying to get at is that in terms of you

becoming another bidder. If it is a low bid situation, unless we have a concern about the quality obviously, that is the person we will go with. Mr. Robidas was explaining what he was bidding for and he went out and talked about these particular bids he had gotten but nothing is signed yet.

Tim Clougherty, Facilities Engineer, stated he did not put any bid process together for the reporting service. It was more of a negotiated process asking Chief Kane for a number of approximate costs on an annual basis.

Alderman Thibault asked did you go out to private people and ask the same question.

Engineer Clougherty replied he does not want to speak for Mr. Robidas but that is what I believe he did.

Alderman Thibault stated we go out to a private contractor who is going to charge us less than the City employees that are already there do.

Engineer Clougherty stated you have to look at actual cost. It does not matter what the Fire Department charges. They could charge \$20,000 but in effect the money is not going anywhere. If the Fire Department is charge the School District then we are robbing Peter to pay Paul. All we are paying is the actual cost of the hourly employee. It can be analyzed.

Alderman Thibault stated if in fact the City of Manchester is paying "x" amount of dollars to have the Fire Department there twenty-four hours a day, whether they monitor an extra light or two should not make a major change in that scope. It may change it some and I agree with that and we will have to pay the difference. But if we hire a private contractor who does not normally do this, he is going to charge us from dollar one.

Deputy Sheppard stated maybe that is something the City Clerk's Office can ask Mr. Robidas to look into it.

Alderman Thibault stated I am not trying to bend anybody's ear, I am just trying to say if we have people who are there already monitoring and we are asking a private contractor to take on something new to monitor.

Chairman Herbert stated I question whether this should be in front of this committee actually. I would be interested to find out what the answer is but the actual contract is through the School District, it is not new construction. The question of whom we sign with and if it is rightly in front of this committee. I am not certain that it should be.

Alderman Pinard stated it does not matter what we are discussing here tonight.

Chairman Herbert stated I do not mind discussing it here.

Alderman Thibault stated maybe it should have gone before the Administration Committee first.

Alderman Pinard stated I have had experience with alarm systems at my store and RCL Electronics. Police has dispatch emergency, Fire emergency and 911. Those people are there. I cannot see where this makes any sense. If it is Police or Fire and the light goes on, it is just as easy to answer that one light while sitting there waiting.

Chairman Herbert stated I understand what you are saying but that is up to the City department to make that bid. If they want to underbid \$2,400 and maybe bid \$2,000 then maybe Mr. Robidas could rethink this. But the contract itself, I am going to have to ask around. The contract should go to the School Building Committee and then it goes to the School Board and we sign the contract. If they are the low bidder because of this discussion, this is the discussion they should hold.

Deputy Sheppard stated this price is similar to the NORESCO contracts we will talk about tonight. It comes before this committee because it is construction in the schools. The Building and Sites Committee should be informed of this project which I believe they have been in the past. A representative of the City of Manchester either Mr. Robidas or Mark Hobson where the money was assigned to that department will actually sign the contract. It will end up being a School District project just like any of the projects we talk about tonight. This one is a little bit different because the School District is going to own that security system. These are city-owned.

Alderman Pinard moved to table this item until the next meeting so the Chairman can inquire further.

Chairman Herbert asked was there a recommendation that we have pass anything on this or is it for informational purposes only.

Deputy Sheppard replied it was just information brought forward to you.

Alderman Pinard moved this committee delay this until the next meeting to let the Chairman to inquire whether we are on the right track with the Fire and Police Departments.

Chairman Herbert stated that he does not want to delay Mr. Robidas in his efforts.

Alderman Thibault stated I would like to have Police and Fire Departments and even Highway Department tells us why they cannot monitor this rather than hire a private contractor.

Deputy Sheppard stated at the Highway Department we do not have twenty-four hour dispatch.

Alderman Thibault stated then maybe just Fire and Police and why would their cost be higher than a private contractor.

Chairman Herbert stated that is a discussion the Aldermen should have with their departments, the way they charge monitoring.

Alderman Thibault stated we are doing it through this committee and if they want to come here and explain the reason.

Chairman Herbert asked should we do it here is this the right committee do you think.

Alderman Thibault replied in the affirmative and stated once we get their answer then we can answer to the Board of Mayor and Aldermen as to the reason we are going to a private contractor.

Deputy Sheppard stated part of it is the Energy Management System. It is an Energy Management System managing the pumps and the motors and the HVAC systems. With Police and Fire, that is not typically part of their duties. Police is looking over burglar alarms and Fire is looking over fire alarms. It is not part of their responsibilities to look over energy management systems. That is another difference in it.

Chairman Herbert stated Mr. Robidas has to have this up and running by September and I do not want to hold him up an entire month. If you have an issue on how the departments are figuring out their bids.

Alderman Thibault stated then we should table it and let Alderman Pinard and myself check it out. Next time we have a meeting we will give you reason we feel it is right or not right.

Chairman Herbert stated I do not want this to be construed as Mr. Robidas cannot move in this project.

Deputy Sheppard stated Tim Clougherty made a point that in fact it really is a School District contract and it is not a City contract. There is a distinction now between the School District and the City of Manchester.

Alderman Thibault stated that is not completely in concrete yet but I understand what you are saying. I am certainly not one to try to hold anything back. I have some questions on it that I would like to check out.

Alderman Pinard moved that he refer to the Chairman of the Building and Sites Committee.

Chairman Herbert stated from the School District's perspective, we are just going to take in bids or take our consultant's advice.

Alderman Thibault stated Alderman Pinard and I would look into questions we have and table it until the next meeting.

Chairman Herbert stated it would be put on the next meeting agenda that there would be a report on the various departments.

School Cmte. Member Leonard stated instead of holding it up until the third week we should have it at the Building and Sites Committee on May 3, 2000.

Chairman Herbert stated we would put the agenda item on the Building and Sites Committee meeting.

School Cmte. Member Leonard stated then that way we can get it done faster and give Mr. Robidas the okay.

Alderman Pinard stated before we give the okay, Mr. Chairman, I want to know how much this is going to cost. We have until June 1, 2000 for the budget.

Deputy Sheppard stated as far as cost goes, there is money allocated between the resources that we have to do the project at this time. We feel that the money that has been allocated for the project will cover the cost.

Alderman Pinard stated I would have to take your word for that.

Deputy Sheppard stated you never know until you go out to bid but we feel based on the numbers we have received in the past and the money we have available will cover the cost.

Alderman Pinard asked there is a kickback from NORESKO.

Deputy Sheppard replied in the negative and stated as part of NORESKO contract, security was in it but there was not enough money in it. There was some money in the NORESKO contract for security but that is not enough money to do all of the schools. We want to amend NORESKO's contract and take out some of that security money and put it towards the contract the City of Manchester will put out.

Chairman Herbert stated we would put it on our Building and Sites Committee meeting. This is not to be construed that Mr. Robidas has to wait for something. He came in for informational purposes only. The Aldermen have some questions about the bids that their own departments made. We will put that on the Joint School Buildings Committee for further discussion at that time. In terms of this contract, we should let Mr. Robidas go ahead and do his work. It is very important that we get our security by September, 2000.

Alderman Pinard stated we would have the answer for you tomorrow if Mr. Thibault wants to meet me at the fire station at 9:00.

Alderman Thibault stated tomorrow morning is not good. I will be glad to meet with you Monday or Tuesday.

Alderman Pinard stated I do not know what my work schedule is because this week I am off so that is the reason I have time to do this.

Alderman Thibault stated we would have to talk because I have a lot of things going right now.

Alderman Pinard stated check your schedule and call me.

Alderman Thibault stated we would work it out.

Chairman Herbert addressed item 3 of the agenda:

Copies of minutes of meetings held on January 20, February 16, and March 15, 2000.

On motion of Alderman Pinard, duly seconded by Alderman Thibault, it was voted the minutes be accepted.

Chairman Herbert addressed item 4 of the agenda:

High School Stages --

Engineer Clougherty stated the safety-rigging portion of the school stage renovations is complete at this point. We had all repairs done on schedule as part of our original schedule in order to accommodate the Miss New Hampshire Pageant at the Central High School Practical Arts building.

Alderman Pinard asked was there any money left over.

Engineer Clougherty replied in the affirmative and stated our original scope was for the safety rigging which was basically the ropes and pulleys used to operate the stage. Our plan is to closeout this portion of the project and get it signed off. There are a couple of minor safety issues that we want to address during the summer when school is out of session.

Chairman Herbert asked is that money that is left over going to be used for further safety enhancements on the stages.

Engineer Clougherty replied in the affirmative.

On Motion of Alderman Thibault, duly seconded by Alderman Pinard, it was voted to accept completion of the High School Stage Renovations project.

School Cmte. Member Leonard asked about the lighting system at Central High School on the stage.

Engineer Clougherty replied that was installed new 1995. It is in proper working order. The balance of the lighting in the auditorium; the chandeliers and the outlets, will be addressed during an electrical upgrade project that we have coming up this summer.

Chairman Herbert addressed item 5 of the agenda:

Parkside Jr. High School Addition --

Engineer Clougherty stated Parkside addition is complete for the most part with the exception of seeding of the grass. We are working with the contractor on that.

Alderman Pinard asked is there any money left over in that one.

Engineer Clougherty replied in the affirmative.

Chairman Herbert addressed item 6 of the agenda:

Parkside Jr. High Life Safety –

Engineer Clougherty stated this item was done in conjunction with the addition. That work is complete with the exception of a requirement from the Fire Department. We are waiting the installation of the enunciator panel to have acceptance by the Fire Department. That is holding up completion on both of those portions because it is one fire alarm system that we have to have approved by the Fire Department. We are expecting both of these projects to be completed by our next meeting.

Chairman Herbert addressed item 7 of the agenda:

Northwest Elementary Reroofing --

Engineer Clougherty stated we had two items remaining for completion. One of them was patching holes in the walls and that has been completed. The other was an issue with an exhaust fan and we are working to get that completed by the next meeting as well.

Alderman Thibault asked was there any insurance that came into Northwest Elementary as far as the building contractor and the roof trusses because of all of the problems we had last year.

Deputy Sheppard replied we determined that it was the fire retardant on the roof trusses. That created the problem, which could not be pointed at the contractor. We negotiated to get this project done expediently. We have worked directly with the contractor and he did it on a time and materials price maximum cost. We got it done at a very good cost to the City of Manchester without going out to bid because we worked with the original contractor. There was no insurance because it was the fire retardant.

Alderman Thibault asked were they able to prove that was the cause of the problem.

Deputy Sheppard replied in the affirmative.

Alderman Thibault stated we saved some money by having the contractor do this on a cost minus time and materials.

Deputy Sheppard replied in the affirmative.

Alderman Thibault asked about the Parkside Junior High projects (Items 5 & 6), have we had a clerk of the works there that approved all of the work that has been there to make sure we do not run into the same kind of problem as we did at Northwest Elementary.

Deputy Sheppard replied we had the same clerk of the works at that school as we had at some of the other schools. We have had very good luck with the Parkside addition as far as I know.

Chairman Herbert addressed item 8 of the agenda:

Henry J. McLaughlin Jr. Middle School --

Deputy Sheppard introduced Steve Page, President of Bonnette, Page & Stone. He is here to give us some good news on McLaughlin School.

Mr. Page stated I would like to start by apologizing that this process took so long to come to a conclusion. There were many causes to the problem. We had the Maple Flooring Manufacturer's Association come to look at it and you had your own independent consultant come and look at it. O'Sullivan Flooring, the wood flooring subcontractor, had a consultant come and look at it. I have reviewed the reports from everyone and I had the most confidence in the report from the consultant that you hired. We dealt with him on Northwest Elementary School and I got to know him there. The guy knows his stuff when it comes to wood. I have given most credence to his report. One of the things he recommended in his report was that I go out and consult with some other wood flooring installers as far as his solution to the problem which I have done. One of them I had the most faith in, I had go down and take a look at the floor with me. I have talked with a few others. Basically, the problem comes down to number one the wood that was delivered from the manufacturer, the moisture content in some of the wood was too high. A lot of the wood was borderline. When you couple that together with the time of year that we installed the floor, it was during July and August, it was an extremely humid July and August. There was a spell where we had thunderstorms every day. We checked the weather reports from the airport and they confirmed all of this. The humidity was extremely high. That was another part of the problem. The flooring, after it was delivered, it actually picked up more moisture so that flooring that was borderline moisture content probably went

over that borderline a little bit because the moisture was being picked up from the humidity in the air. We then went through the process of installing the floor, sanding it and sealing it. During that process, that humidity continued and it picked up even more humidity. When we finished the floor, it looked fine. Once the heat came on in the building that winter and things started to dry out that is when the problem starts. I have gone back and forth with O'Sullivan Flooring who installed the floor to try to come up with a resolution. Until today, it did not appear that he was going to be willing to participate. Today we got him to agree to it. The recommendation in your consultant's report was that it may be possible to remove strips of the flooring and tighten up the flooring that is there a piece at a time, working your way across the floor. I had my doubts about that process and I have talked with some other wood flooring installers, which your consultant recommended. They too have their doubts about that. They all said that they would be willing to give it a try. They have never done that before and they do not know if it will work. I have concerns about trying to do that because, number one you are going to be fighting a metal clip system that holds this floor down. That is going to tend to bind as they try to slide this flooring over. Number two, the joints between the pieces of wood have been open for over a year now. We know there is a lot of dirt in those joints. When you try to push the wood back together, the dirt is not going to allow it to move back together. We are proposing to go in there, remove the flooring that is there piece by piece and reinstall that flooring. I would like to do that and I need some cooperation on your side because I do not want to get into this issue of doing it during the summer when the humidity is high again. I would to, if at all possible, to be able to do it before school is out. I have done similar things in other school gymnasiums. Typically, the physical education activities are outside anyway. We will be doing it at an ideal time of year as far as the humidity conditions. That is my proposal.

Alderman Thibault stated you people were worried that there was a problem and that you are willing to look at it and try to take care of it. That is the biggest issue. Who grades the type of wood that goes into these floors. As a rule, most of this material is graded before it goes in. Who graded this material to go into that school knowing that it had this kind of humidity content.

Mr. Page replied the grading of the lumber and the moisture content are two separate issues. The grading of the lumber is not a question and everyone agrees with that. It is supposed to be number two in better maple and is well within that category.

Alderman Thibault stated but it had higher moisture content. Do you check this before you install it.

Mr. Page replied we did check it. As a matter of fact, at one point in the installation the moisture content of the wood was over the limit and we stopped installation until the humidity dropped a little bit and that moisture content came down. If it was installed under ideal conditions we never would have had it done for the opening of school because the ideal conditions just were not there that summer.

Alderman Thibault asked you feel that if it were installed at a different time, then you would have been able to eliminate that problem.

Mr. Page replied in the affirmative and stated your consultant's report estimated 10% of the wood came from the factory with too high moisture content. Probably if only 10% of it had too high moisture content, we never would have had a problem. Once it got on the job, it continued to pick up moisture because the humidity was so high. On every school wood floor that we put down, because they always seem to be done during the summer, it is always an issue about the humidity in the air at that time of year.

Alderman Thibault asked what kind of an impact would that have on the school if they did this during school.

Deputy Sheppard replied that is one of the reasons we brought it here, besides that it is good news, we would like the committee to support working with the School District and the Principal to try to get this scheduled for May, 2000.

Alderman Thibault asked how about during school vacation.

Mr. Page replied this is a five or six week process.

Deputy Sheppard stated it is a good idea. We could support trying this if we can schedule it with the School District. The weather is getting a little bit nicer.

Alderman Thibault asked what would be the impact on the school.

Deputy Sheppard replied that is what we would check into. I would like the support of this committee to allow us to at least check.

Alderman Thibault asked can we support this if in fact they can take care of the rest of these problems as far as the school's usage of that area.

Alderman Pinard asked are you going to take the whole floor up completely.

Mr. Page replied we are going to take every piece of wood up and reinstall it. We are not going to try to slide it.

Alderman Pinard stated the Chairman, being on the School Board, can find out the impact on McLaughlin.

Chairman Herbert stated I would prefer that this committee go with the recommendation of Kevin Sheppard that we support him. We will work out on the School District side, the details in terms of the impact.

On Motion of Alderman Thibault, duly seconded by Alderman Pinard, it was voted to support Kevin Sheppard in working with the School District and the Principal to try to get this scheduled for May, 2000.

Alderman Pinard asked if you go on the stage you can that some of those boards are separating. Can you check that.

Mr. Page replied in the affirmative and stated I will tell you that any gym floor that is put down, you will get some separation because the floor dries out. When you have the heating system on, you have almost zero humidity in the building and wood shrinks when it dries out. If those cracks tighten up during the summer when the humidity picks up that is acceptable tolerance. You will find that even with the gym floor when we reinstall it. You will get some hairline cracks between boards during the winter and in August they will be right up tight. It is the nature of wood and there is nothing you can do about it.

Alderman Thibault asked is there a method of going across that wood that reseals it before you put the polyurethane on.

Mr. Page replied when it is finished, you put two coats of wood sealer then you paint the game lines on, then you put two more coats on. You would have the bottom of the wood, which does not have sealer picking up moisture from the topknot, and you were get cupping on the floor. The sealer has to be able to breathe that is the reason you get the movement in the wood. It is just that the movement in this case was extreme because it was too high moisture content.

Alderman Thibault asked are you going to take off this floor and put down a new floor.

Mr. Page replied take all that wood out and we are going to reinstall it, resand it, reseal it with new game lines and new finish.

On Motion of Alderman Thibault, duly seconded by Alderman Pinard, it was voted to have the gym floor at McLaughlin School reinstalled, resanded and resealed with new game lines and a new finish.

Engineer Clougherty asked could you tell us about how you plan on refinishing the floor once it is reinstalled.

Mr. Page replied the wood that is cracked would be replaced. When we do this removal and reinstallation we are going to lose 15% of the wood. It is going to get damaged during removal. When you reinstall it you are going to have differences in the wood.

Alderman Thibault asked Deputy Sheppard to let the committee know when the process will start.

Mr. Page replied we would like to start it the week of May 22, 2000. That gives us time for the weather to warm up and they can hold gym classes outside. There are going to be a few rainy days that they are going to be inconvenienced.

Chairman Herbert asked about roof leaks.

Engineer Clougherty replied we are still working on figuring out where the major problems lie with the roof leaks. I spoke at the Building and Sites Committee meeting and told them we are working with the roofer, the manufacturer, the architect and looking at the entire roof to try to figure out where the major problems lie and what our main plan is at this point is to do control flood leak testing on the roof which will allow us to determine exactly where the roof has deficiencies. Our plan is not to do that until school is out of session.

Alderman Pinard asked do you have a timetable, is it going to be another two years.

Engineer Clougherty replied we are hoping that it is not.

Chairman Herbert addressed item 9 of the agenda:

Memorial High School Science Lab and Other Improvements --

Engineer Clougherty stated on the Memorial science labs, we are working on getting the hardware manufacturer to move along a little bit quicker. I spoke with the architect this afternoon and he expects to have everything complete by our next meeting. The items we are addressing should be brought to the attention of this committee that a lot of the items are due to vandalism. The contractor is “stepping up to the plate” and fixing them on his own budget.

Alderman Pinard asked what do you mean vandalism.

Engineer Clougherty replied we are looking at casework and we have locks and cylinders that have been removed.

Alderman Thibault asked the students have removed or broken them.

Engineer Clougherty replied in the affirmative.

Alderman Thibault stated that is not the contractor’s fault.

Engineer Clougherty stated it is not his fault but he is addressing this situation so I am not “banging on his door” every other day to get the work done. I am allowing him some leeway.

Alderman Pinard stated vandalism during the day or are these break-ins.

Engineer Clougherty replied in the negative and stated it is definitely not break-ins. These are children.

Alderman Pinard asked these are things that happen all of the time.

Engineer Clougherty replied in the affirmative and stated it is part of the cost of doing business when you are running a school.

Chairman Herbert addressed item 10 of the agenda:

ADA Accessibility/School Elevators --
McDonough School Elevator/ADA Improvements

Engineer Clougherty stated this project is complete. We have received final sign off from all parties necessary and we recommend acceptance by the committee.

On Motion of Alderman Pinard, duly seconded by Alderman Thibault, it was voted to accept completion of the ADA Accessibility/School Elevators McDonough School project.

Chairman Herbert addressed item 11 of the agenda:

Central & West Heat & Ventilation Improvements Phase III & Phase IV --

Engineer Clougherty stated this project is complete. We have received all of the necessary signatures and we recommend the committee accept this project.

Alderman Thibault stated I was over at West High School and there is a major difference there. Evidently, this is working out real well. If you go into the gym and you sit there for any kind of a function you can notice the difference. I will support that 100%.

On Motion of Alderman Thibault, duly seconded by Alderman Pinard, it was voted to accept completion of the Central and West Heat & Ventilation Improvements Phase III project.

On Motion of Alderman Thibault, duly seconded by Alderman Pinard, it was voted to accept completion of the Central and West Heat & Ventilation Improvements Phase IV project.

Chairman Herbert addressed item 12 of the agenda:

West Industrial Arts/Tech Ed Improvements --

Engineer Clougherty stated the construction is complete. We recommend acceptance by this committee.

On Motion of Alderman Pinard, duly seconded by Alderman Thibault, it was voted to accept completion of the West Industrial Arts/Tech Ed Improvements project.

Chairman Herbert addressed item 13 of the agenda:

NORESCO Performance Contract --

Engineer Clougherty stated the NORESKO contract would continue to close out. The scope of the project is so vast that it is taking us some time to close it out and get the proper training and make sure we have the proper documentation. Once again, we are working on close out of that. We are awaiting a decision from the School District in response to what direction they are going to take as far as payment for the operational maintenance portion of the contract. I understand that is pending at this point.

Chairman Herbert asked is that what is left the payment schedule.

Deputy Sheppard replied in the affirmative and stated it is being discussed with the School District now. Kevin Mahoney is familiar with it. It is trying to determine how they are going to pay it, either in one lump sum up front or over a ten-year term.

Engineer Clougherty stated we are 99% complete on this project. There are a couple of installation items we are working with. There are some points that we could not install in areas that we are going to be addressing this summer. That will wrap-up the installation.

Chairman Herbert addressed item 14 of the agenda:

Jr. High School Tech Ed --

Engineer Clougherty stated this project is complete and has been accepted by this committee. Unfortunately, we continue to report on it. The School District has yet to spend some allocated dollars with that.

Alderman Thibault asked do they owe you some money on that.

Engineer Clougherty replied in the negative and stated there was \$120,000 in School Department related expense; computers, equipment. Tom Brennan has been working to get that money expended. It might have something to do with the spending freeze.

Alderman Thibault asked do you guys feel you can handle it.

Chairman Herbert replied he is just reporting to us. We put a freeze on everything.

Deputy Sheppard stated one thing I want to talk with Tom Brennan about is that this is bond money not budget money. Anything the School District purchases gets charged to this bond which will not effect the School District operating budget.

School Cmte. Member Leonard stated you can bring that up tomorrow night too.

Deputy Sheppard stated but this committee has formally accepted this project. At the next meeting, we will probably not have this item on the agenda because if it has been formally accepted it is basically purchasing materials. Unless you want us to continue to carry it.

Chairman Herbert replied in the negative and stated we do not need to do it here. I will find out what is going on and see if we can get it complete.

Deputy Sheppard stated once we can write this project as complete, that is when school building aid kicks in.

Chairman Herbert addressed item 15 of the agenda:

Consultant Selection --

Engineer Clougherty stated this is a brief summary on fiscal year 2001 projects.

Alderman Thibault asked when are these portable classrooms going to get out of Gossler School.

Deputy Sheppard replied that was exclusive for this year.

Chairman Herbert stated they have hired somebody to take them out. They took a bid and they told us last week that somebody is going to be taking them away as soon as possible.

Deputy Sheppard stated Tim Clougherty has passed out the projects that were approved in fiscal year 2001 CIP. The Board of Mayor and Aldermen took action on last night. We would like to go through a rough schedule on each one of these. We are going to ask for the committee's assistance.

Central/West High Schools H&V Phase V

Deputy Sheppard stated we are taking bids in next week on these. The next committee meeting is not until May 17, 2000 so we request from the Chairman to do a phone poll on recommendation on the contract of that project.

Chairman Herbert asked the committee if that was all right with them.

Alderman Thibault replied I am worried about last night. I noticed that they sent things back to CIP and I am not sure exactly what they are, Kevin.

Deputy Sheppard replied in the negative and stated I guarantee you that we will not execute any contracts unless the money is in place.

Alderman Thibault stated last night they sent some things back to be reviewed on CIP. If these are not part of that, I have no problem because the first part passed but I do not have that in front of me now.

Chairman Herbert stated Kevin Sheppard's point is that he is not going to make any phone calls unless he absolutely knows for sure.

Deputy Sheppard stated as part of this contract we would be executing an amendment with W.V Engineering, the engineer for this project. There was some work that he had done in the past which was authorized before we took over Building Maintenance; lining an air conditioning system for Central Practical Arts Auditorium which was never installed but he was asked to do that work. At West High School, we added the air conditioning in the administration area last year and that was never added on to his contract. Also the original contract with his consultant anticipated a couple of phases of construction. We are up to seven phases of construction. We have asked for some additional money for assisting him where he is assisting us with the bidding process. He has done that for the past four years. His amount is an additional \$4,520 to assist with that which we feel is reasonable.

Alderman Thibault asked do we have the money for that.

Deputy Sheppard replied in the affirmative and stated there is existing money that we would allocate to this.

On Motion of Alderman Thibault, duly seconded by Alderman Pinard, it was voted to amend the contract with WV Engineering including an additional \$4,520 to assist with the bidding process.

Chairman Herbert asked do we need a Motion.

Deputy Sheppard stated I am not too sure in the past what Dick Houle or Building Maintenance has done as far as bringing on consultants to do this work. I would like to be able to bring on consultants and keep this committee informed once we get a contract but let the committee agree on the award of the contract. If you can allow us to bring on a consultant to do the work because we are continuously bringing on a sub-contractor to do a lot of this work. We go through an interview qualification process. You can see that we have already interviewed some consultants and we are ready to bring them on board. Maybe the Chairman is familiar with what has been done in the past.

Chairman Herbert stated we have tried to stay out of your way unless you had a major issue. We should continue with that and this is a new committee compared to the last one but on these areas we want to leave you some discretion.

Alderman Thibault stated if the money is there I do not think the Aldermen would have a problem with it as long as it is not new money that has to be asked for.

Deputy Sheppard stated the policy has been in the past that we will hire a consultant ourselves and inform the committee who the consultant is. When the contracts come in, we bring the contracts before the committee for approval. We get approval from this committee for executing the contract. On amendments, the committee has allowed us to execute unless the amendment is a major change to the intent of the contract.

Alderman Thibault stated as long as there is no new money, it is not a problem.

Alderman Pinard asked you would communicate with us as you have in the past.

Chairman Herbert stated it has been that way since I have been on this committee and it has worked out fine, we have not had any problems.

Engineer Clougherty stated Phase V of the H&V project is mainly concerned with the Practical Arts building at Central High School. We will be removing the existing steam heating system and reinstalling heating piping of hot water based heating system. We will also be installing two air-handling units on the roof for fresh air ventilation. In addition to that, we are going to be doing the same scope of work in the Industrial Arts building at Central High School. We will also be installing a small ventilating unit for the wrestling room at West High School.

School Cmte. Member Leonard asked about the windows at Central High School.

Deputy Sheppard replied that is further down on the list.

Asbestos Abatement

Deputy Sheppard stated this project is at McDonough School and Green Acres School gymnasium. We have just received the proposals from two consultants today, the third consultant chose not to. We will be interviewing with the consultants next week and choosing a consultant. We expect to go out for bid within the next month or month and a half. At the next meeting we will keep the committee up to date.

Alderman Pinard asked is that a summer project.

Deputy Sheppard replied in the affirmative and stated we did the existing Parkside last year. We take down the asbestos ceilings and put up new ceilings and new lighting.

Alderman Pinard asked is the lighting part of NORESCO.

Deputy Sheppard replied the lighting would be done as part of the NORESCO contract.

Roof Replacements

Deputy Sheppard stated as part of the CIP, we have identified five roofs for replacement. We have to take a look at the money based on bringing on a consultant and have had interviews. We will probably be hiring a consultant who is a roofing engineer. We felt this was the best way to go with any new roof was to bring on roofing experts.

Chairman Herbert asked which ones are those.

Engineer Clougherty replied the Manchester School of Technology, Weston Elementary, Parkside Jr. High School, McDonough School and Central High School Industrial Arts building.

Webster Elevator/ADA

Deputy Sheppard stated that money is coming through different funds than what we have here. It is through the same funds we did McDonough School last year.

Chairman Herbert asked is that property taxpayer money or is it Federal money.

Deputy Sheppard replied there is some CDBG (Community Development Block Grant).

Chairman Herbert asked is that covering it.

Deputy Sheppard replied in the affirmative.

Engineer Clougherty stated that he is not sure if it is covering it all.

Deputy Sheppard stated we could verify that.

Engineer Clougherty stated it is not CIP (Community Improvement Program) money. It is grant money.

Deputy Sheppard stated we will be taking bids on May 14, 2000 and the next meeting is May 17, 2000 so hopefully we will have a recommendation for award by that time. That work has to be in conjunction with the school yard work at Webster School next year. It is typically Parks and Recreation Department that does the school yard work but the Board of Mayor and Aldermen moved that project over to the Highway Department.

Central/West High Schools Electrical

Deputy Sheppard stated we have interviewed consultants for that. At this point, we plan on awarding that contract to WV Engineering who is doing the heating and ventilation work also. It will work out well to work hand-in-hand

Engineer Clougherty stated we are going to be upgrading the electrical systems in two buildings; the Practical Arts building at Central High School and the Macon building at West High School by putting more outlets in the classrooms, new wiring, new panels and distribution systems.

Window/Curtainwall at Central High School

Deputy Sheppard stated we are working on a proposal right now to send out to the consultants.

Chairman Herbert stated maybe next year when these projects are underway, we will hold a meeting at the schools to get a tour to show us what they are doing.

Chairman Herbert addressed the continuation of item 16:

School Cmte. Member Leonard asked which alarms went off during the break-in last Saturday at Central High School.

Mr. Robidas replied the one in the corridor near the office. The Classical building does not have any alarm systems currently as well as the Practical Arts building does not have any. The only area covered is the corridor. There is the same problem with Smyth Road School during the February school vacation when the five computers were stolen. The only place that is alarmed is the corridors and they went in through the classroom windows and ran right down through the classrooms and took five computers out. They knew as long as they did not go in the corridors they would not be tripping an alarm. That is the case in most of the schools but the new security system will take care of that. There will not be a point of entry that they cannot get into the building without activating alarm upon entry.

Engineer Clougherty asked would you have motion detectors in every room.

Mr. Robidas replied in the affirmative and stated at ground level or anything that is accessible. In the case of the Classical building at Central High School, it would have been irrelevant if the window was locked or unlocked as soon as they climb into a window at the Classical building it would trip the alarm.

Alderman Pinard asked concerning your job of maintaining the buildings in the schools, what is the procedure that you follow when they break into the schools, are you notified of that.

Mr. Robidas replied in the negative.

Alderman Pinard stated we have to follow up on that because Mr. Robidas has been hired to do a job and if he is not notified, then we do not need him. He is the Security Office of the City of Manchester and something is wrong if he is not notified. This committee should find out how to get the proper procedure.

Chairman Herbert asked do you want to be notified on every one of these break-ins.

Mr. Robidas replied that is a discussion that we have had in the past and some of the things I have requested is not only after-the-fact but of incidents occurring. It is very difficult to be proactive and prevent situations from occurring unless you

are made aware of the situations that happen. We have had incidents where schools have lost a lot of computers and quite often I hear about it through the grapevine.

Alderman Thibault asked you hear about it after it has happened.

Mr. Robidas replied in the affirmative.

Alderman Thibault asked if somebody steals computers, you do not know about it.

Mr. Robidas replied I read about it in the newspaper or word of mouth.

Alderman Thibault stated that is not right. You would not be able to do anything to prevent it from happened at that point, but you should find out that it happened.

Chairman Herbert stated our security consultant should be aware of this.

Alderman Thibault stated even if the Police investigated and got back to you of their findings.

Chairman Herbert stated Mr. Robidas should be notified.

Mr. Robidas stated there is several ways depending on what the problem is. The School Administration has a weekly report that is generated of incidents that occurred in the schools. Depending on what the situation is, maybe the department head could notify me. It is not a matter of whether the Police notifies me but it is a matter of not preventing things from occurring or reoccurring unless you know about it. The Police function and the security function are two different functions. A lot of people associate with eachother but today, as an example, at Memorial High School; the Police have their role and that is law enforcement and criminal investigation. My role as a security manager should be what occurred, how can it be prevented, and is there anything that we did not do to prevent it from the outside. Where did this person gain accessibility to the weapon. Was it part of the school fixtures that was utilized as a weapon. Those would be the areas that would be the security manager's issue because that is not a law enforcement aspect. Law enforcement is to do their criminal investigation dealing with the criminal aspect. Mine is a security aspect to represent the best interest of the City of Manchester.

Alderman Thibault asked at that point, once the Police have investigated is there some report that you could get that would give you the information you need to see where and how this happened. That is probably where it should come from.

Mr. Robidas replied we have a very difficult time with reporting at all.

Alderman Thibault asked you reporting or the Police reporting.

Mr. Robidas replied how we filter the communication system. For example, during the February school vacation, when we had the burglary at Smyth Road School I was checking some of the things at Central High School making sure doors and windows were latching properly, trying to take care of the minor items first before you spend money when it can be addressed at a lower level. During that tour, I found that a burglary had occurred at Central High School. Then checking further, have the Police been notified. This was about 10:00 or 11:00 in the morning and school was out of session. The Police had not even been notified. I called the Police Department regarding a burglary. We have a communication problem.

Chairman Herbert asked could the administration at Central High School tell there had been a burglary.

Mr. Robidas replied they did not know because they were not there.

Alderman Thibault asked did the school know.

Mr. Robidas replied the custodial crew knew and I do not know whom they notified but they knew and made notification to someone. It is a matter of things falling between the cracks at times.

Chairman Herbert asked what do you recommend, Mr. Robidas.

Alderman Pinard stated Alderman Thibault and I should take this to the Board of Mayor and Aldermen because he is not protected. He is told after-the-fact by the radio and the newspaper.

Alderman Thibault asked is there some way that we could tighten up these incidents.

Mr. Robidas replied we would have to establish a protocol call list. In certain situations, these are the people to be notified.

Alderman Thibault asked after the Police have investigated.

Mr. Robidas replied not necessarily but depending on what the situation is. I cannot interfere with the police investigation.

Alderman Thibault stated I agree but maybe the Police should notify the school, and the school should notify you. It looks like a lot of loose ends that should be tightened up. I do not want to get into what you are doing but you should be able to supply us with what should be done so that eventually you get to know what and how it happened.

Chairman Herbert stated we should ask for a written protocol to be submitted to the Board of Mayor and Aldermen.

Alderman Pinard asked by whom, the School District.

Chairman Herbert replied in the negative and stated by Mr. Robidas. He can talk with the administration and submit a protocol so that there is some sort of authority and so everyone knows it is part of the routine. Then we can take an official vote on it.

Mr. Robidas stated that would probably work very well.

Alderman Pinard asked could you have it ready and mailed to me by tomorrow afternoon.

Chairman Herbert stated I would take it to Building and Sites Committee to get both committees on record.

School Cmte. Member Leonard stated Tracy, the School Superintendent's secretary, called me before this meeting about the incident at Memorial High School.

Chairman Herbert stated she called everyone on the School Board to notify them.

School Cmte. Member Leonard stated the knife the student had was from the lab to dissect frogs.

There being no further business to come before the committee, on motion of Alderman Pinard, duly seconded by School Cmte. Member Leonard it was voted to adjourn.

A True Record. Attest.

Clerk of Committee