

Building, Security, & Technology Committee Meeting Minutes
January 2, 2018
Main Office Conference Room
5:15 PM

Present: Mr. John Capriotti, Mr. Charles Kleinschmidt, Mr. Stanley Marcus, Mr. Mark Miller, Mrs. Karen Smith, Mrs. Tracy Suits, Mr. Richard Hansen, Mr. Vincent Loiacono, Mr. Robert Vining and Mrs. Kathryn Strouse

Roof Project Update: The Facility Manager provided the committee with an update on the outstanding bid for partial roof replacement. MBIT held a bid opening on December 6th for the partial roof replacement and received 12 bids for consideration. The current low bidder was a company named Paneko Construction. MBIT has conducted a check of the references, which all reported back positively on Paneko's performance and MBIT through our roofing consultant had conducted an interview of the principals of Paneko to ensure their understanding of the bid and its many requirements. It is MBIT's administrative staff's position to recommend to the MBAVTS Authority that they accept the bid from Paneko Construction to perform the Partial Roof Replacement at the beginning summer 2018.

Stewart Printing Services Proposal: The Director of Facility Operations provided an overview of the proposal from Stewart Printing Services to provide support and services to the various printers within the school. As per the proposal, Stewart Printing Services would provide toner and replacement printer services for a period of three years. It was stated that the reason for the proposal was that MBIT was looking to reduce our costs to support the printers. At present MBIT spends approximately \$19,000 annually to support the printers, this includes replacements, toner and expendable parts. The proposal from Stewart Printing Services would be approximately \$1,100/month (\$13,200/Annually). This represents a savings of approximately \$5,800/Annually. MBIT will need to verify references for Stewart Printing Services before bringing the proposal to the Executive Council for approval in February.

PEPPM Mini-Bid for Updates to our Internal Switches: The Director of Facility Operations provided an overview of the PEPPM mini-bid process and is requesting permission to pursue a bid for replacement switches on the network. The proposed switches would increase the network core speed from 1GB to 10GB; this increase is being driven by the increased use of the internet and its streaming content throughout the school. The majority of the cost for this upgrade would come from our current credit in the E-rate system, which provides \$153 per student. This calculates to a credit of \$110,925 that would need to be used within 5 years for Category 2 services (Internal Connections). The switches are considered Category 2 items, so they would qualify for this funding. The committee was in favor of pursuing the PEPPM mini-bid.

Facility Maintenance Plan: The Facility Manager provided an update on status of the MBIT Facility Maintenance Plan (FMP). The FMP will list all of the major maintenance/replacement items identified for the next five years on a rolling forward basis. It is necessary for both proper operation and for budgeting purposes that the plan encapsulate all the know maintenance and

end-of life infrastructure equipment. The plan will lay out what equipment would need to be replaced and their approximate cost as well as repair/maintenance requirements for such stationary items as the parking lots, out buildings and exterior lighting. The committee was informed that the Facility Maintenance Plan will be presented to the entire Executive Council at the February meeting.

The meeting ended at 6:00 pm.