

**BETHLEHEM AREA SCHOOL DISTRICT
BOARD FACILITIES COMMITTEE
MEETING MINUTES
MONDAY, SEPTEMBER 19, 2011**

Mrs. Loretta Leeson, Facilities Chairperson of the Board of School Directors, called the meeting of the Board Facilities Committee to order at 6:00 p.m. on Monday, September 19, 2011, in the Dining Room of the Education Center. Present were School Board members Loretta Leeson, William Burkhardt, Benjamin Tenaglia, Michele Cann, Michael Faccinetto, Irene Follweiler, Eugene McKeon, and Aurora Ortiz. Also present were Dr. Joseph J. Roy, superintendent of schools; Dr. Jack Silva, assistant superintendent for education; Mark Stein, director of facilities and operations; Arif Fazil, district engineer, D'Huy Engineering, Inc. (DEI); Ann Behers, operations manager; and representatives from the press.

The following items were discussed:

COURTESY OF THE FLOOR TO VISITORS –

None.

DISCUSSION ITEMS –

Mr. Fazil explained item number two on the agenda, Energy Update – Lighting Retrofit Implementation. He showed the board a PowerPoint containing before and after pictures of the lighting retrofit projects and noted that the projects went well. Mr. Fazil explained the different types of lighting systems that were installed and reviewed the project summary showing the estimated cost savings. He explained that at this time, there is a recommendation being made to move forward with additional lighting retrofit projects. There is the potential for significant savings if the lighting systems were updated in twenty-three gyms, cafeterias and multi-purpose rooms at an estimated project cost of \$500,000. These projects would have a payback of six to seven years. He also recommended considering updating lighting in up to 505 of the district's classrooms. The estimated cost for the classroom lighting is \$2.4 million, and the payback would be approximately seven to nine years.

Mrs. Leeson asked why the wattage savings were not the same for each of the completed projects. She also asked why the James Buchanan Classroom Two showed no change to the watts used per hour.

Mr. Fazil answered that the wattage savings were not the same because each of the projects had different types of lighting systems installed based on what was previously in the area. There is no difference in the watts used per hour at James Buchanan Classroom Two as the light fixtures were not changed; only an occupancy sensor was installed. If additional lighting projects are going to be completed, he recommended the installation of the Athlite/Ecosystem lighting system similar to the ones that were installed at East Hills Middle School and James Buchanan Elementary School. These systems would include new high efficiency light fixtures with dimmable ballasts, an occupancy sensor, and a three to four preset switch. The preset switch is a

function that allows the lighting to be adjusted to various levels from walk-through lighting to full lighting.

Mrs. Leeson said according to the calculations, the savings that could be realized from the lighting projects would be approximately \$60,000 per year if the gyms, multipurpose rooms and cafeterias were completed. She then asked Mr. Fazil what the district's savings were for East Hills Middle School auxiliary gym lighting retrofit project

Mr. Fazil reported that the project cost was approximately \$16,000 and the payback is estimated at six years. This is approximately a savings of \$2,600 per year at a conservative cost of eleven cents per kilowatt hour, per year.

Mrs. Follweiler asked if there were concerns raised with the quality of new lighting.

Mr. Fazil said that the lighting color is similar to the previous lighting, and he has received positive feedback from district employees. He suggested that if additional lighting projects are done, the gyms be completed first. This would be a project that would be completed through a bidding process. The building classrooms would then be prioritized and three to four could be finished per summer. Mr. Fazil then asked the board if there was interest in completing additional projects and noted that funding for these projects would still need to be determined.

Mrs. Leeson asked the board if there was interest in pursuing finding funding for additional lighting projects while the budget was being developed.

After a poll of the board, it was decided that additional lighting projects could be considered if the budget allows.

Mr. Fazil then explained item number 2-B on the agenda, Energy Update – Phase II Solar Grant with Active Demand Management. He stated that he recently received a notice from the Department of Community and Economic Development that grants for solar projects have become available again. This is because the grants that were initially awarded for the solar projects were not completed for various reasons such as financing not being able to be obtained, or people did not have the expertise or approvals to implement the project. Mr. Fazil said that the deadline for submitting grant applications is October 31, 2011. He then showed the board a PowerPoint presentation that contained pictures of the completed solar projects and explained how the district's energy costs are billed. Currently, generation and transmission charges are billed through Exelon Energy Company (Exelon) at a rate of eight to nine cents per kilowatt hour (kWh), and distribution charges are billed through PPL Electric Utilities Corporation (PPL) at a rate of one and a half cents to two and a half cents per kWh. These two charges added together equal approximately eleven cents per kWh. For the Phase I solar projects, the power purchase agreement (PPA) that was agreed to is a cost of ten cents per kWh for Freedom High School and nine cents per kWh for the remainder of the schools under a twenty year agreement. The Phase II solar projects will not have the same PPA; the rate will be ten to fifteen percent less than what is able to be purchased on the open market. Mr. Fazil then explained peak load contribution and its importance on how it affects billing. Because the district is a big user of electricity, there are

significant savings to be found if the peak load demand can be reduced. This can be done with solar energy. Mr. Fazil showed the board potential locations for the Phase II solar projects. He explained that Freedom High School's roof would be a prime location for solar panels because it is a large area and the school is a big user of electricity. If this project were to be considered, it is recommended that the roof warranty be extended by restoring the roof before the panels were installed. There is approximately 170,000 square feet of roof that would need to be addressed at an estimated cost of \$700,000. This roof will be a capital improvement need at some point, and if preventative maintenance is not done, it is possible that the amount for the repairs could triple if the roof needs to be replaced. Mr. Fazil said that the solar project for Freedom should not be considered unless the roof restorations were able to be completed. Other potential locations for solar panels were Asa Packer and Freemansburg Elementary Schools grounds and the vacant property at the corner of Farmersville Road and Freemansburg Avenue. Mr. Fazil stated that approximately 2 megawatts of power could be produced from this vacant land, but there are needs for this property. There is currently no electric service, and the township would also need to be contacted about zoning issues. Mr. Fazil explained that the average annual solar savings for the proposed projects was lower than the savings than with the current solar projects as the savings are based on a ten percent reduction of current market prices.

Mr. McKeon asked Mr. Stein what the district was currently paying for electricity per month.

Mr. Stein answered that the cost varies depending on the season. It can be as high as \$250,000 per month to lesser amounts over the summer months.

Mr. Fazil said that by incorporating active demand management opportunities with the existing solar projects and the proposed projects at Asa Packer and Freemansburg Elementary Schools, there is the potential for additional savings of \$56,000 per year or \$1 million over twenty years. These are actual savings that would be produced through a fifty percent sharing plan with Tangent Energy Solutions, Inc. (Tangent); they would keep fifty percent and the district would keep fifty percent. Mr. Fazil stated again that the grant applications are due in October 2011 and will be awarded in January 2012. What is needed from the board if they wished to pursue the Phase II solar projects is a conditional PPA that would be contingent upon receiving the grants. Conditional PPA's are now required to be submitted with grant applications. After the grant applications are submitted, the board should consider executing the active demand contract.

Mrs. Leeson asked why no other parking areas were being considered for the Phase II solar projects.

Mr. Fazil answered that the Freedom High School parking lot was an ideal lot to use as it is a teacher's parking lot that gets very little activity from the public. It was thought that if the panels were put in the main parking lots, vandalism could become an issue. Mr. Fazil did not believe that there were any other parking lots other than the East Hills/Freedom lot that would be suitable for the installation of panels due to the angles and sizes of the lots. The East Hills/Freedom parking lots would need to be reoriented and an overlay should be considered.

Mrs. Leeson said that there were two items being considered; investing \$700,000 in the roof at Freedom while it still has the potential to last another ten years, and if the district would give up a lot of land to install ground mount panels. The Freemansburg/Farmerville Road property is being “saved” in case there is expansion within the township and a new school is needed. If panels were installed, the land would be tied up for twenty years. She suggested further investigating the use of other spaces within the district such as roofs and parking lots.

Mr. Fazil agreed that the solar canopies were a good idea to use in parking lots, but if the lots at Freedom were to be considered, they would have to be reoriented and most likely, reconstructed. They would need an overlay and also need to be sealed. If the panels were to be installed before the lot were overlaid, paving would have to be done around all of the supporting poles of the canopy. This would greatly increase the cost of the paving project, and would prove to be a significant expenditure. Mr. Fazil believed that the lot will not last more than another five to six years without refurbishing. If the board wishes to install panels in the parking lots at Freedom, he will further investigate this as an option.

Mrs. Leeson asked if the board could be provided with exact numbers on how much money is being saved with the Phase I solar panel installation, and also what has been spent on the projects.

Mr. Fazil said that to date, there have been no costs associated with the solar panels. The project has been paid for through grants and financed by Tangent; there was no cost to the district.

Mrs. Follweiler stated that she asked Mrs. Gober at the finance meeting last week what the realized savings were and she was not able to provide a figure at that moment. She requested that Mr. Fazil and Mrs. Gober work together to calculate the savings that have been achieved to date.

Mr. Fazil said that it is complicated to calculate the savings as portions of the power produced by the panels at Farmersville and James Buchanan Elementary Schools is being rerouted to surrounding schools. This has not been reconciled on the bills as PPL does not have a system in place to complete this on a month to month basis.

Mrs. Follweiler asked if there were any more concerns raised over the solar farms taking up space being used by the students. This was an issue brought up last year at Spring Garden Elementary School.

Dr. Roy said that he was not aware of any more concerns about loss of field space.

Mr. McKeon requested a flow chart showing how the solar generated power “flows”.

Mr. Fazil said that the process is quite simple; a PPL approved meter is located at every building with solar panels to track what is being produced. If power is used off the grid, the meter records what is used. Where the problem lies is with the reconciliation is that when the meter rotates backward because of the power being produced by the panels, PPL does not know how to adjust for this negative usage on a month to month basis. Mr. Fazil explained that the whole process is

called net metering, was approved by legislation, and PPL is on board, but the metering systems are not capable of reading this. There is no dispute; it is just that the reconciliation will need to be done annually.

Mrs. Leeson said that when the presentation was done last month to the board when Tangent was present, she thought she remembered being told that James Buchanan Elementary School was producing enough power that there was leftover to be shared with Clearview Elementary School. Is there a time that the district receives a bill with no amount due because the panels are producing all the energy needed to run the building?

Mr. Fazil said that PPL will be reconciling the bills for each of the locations at the end of the district's fiscal year. Mr. Fazil said that the data is accurate and no company is being overpaid or underpaid; a reconciled statement cannot be produced at this time because of this. Mr. Fazil also noted that for the schools that have panels, there is no distribution charge being paid on the power produced. Typically, there is an amount due to PPL to pay for customer charges.

Mrs. Cann asked why the roof at Freedom High School was not considered for a location for panels in the Phase I projects if it was such a prime location.

Mr. Fazil answered that it was not considered because of the \$700,000 cost of the roof restoration. For the Phase I projects, the idea was to have the solar panels installed at no cost to the district. Even though the district took a slightly higher rate of ten cents per kWh [compared to nine cents per hour for the remainder of the schools], the parking lot was a perfect location for the panels. It was oriented and sloped in a manner that was conducive to generating the most amount of power. Mr. Fazil noted that there is a lot of thought and planning that must go into considering locations for the panels. Orientation, slope and location are large factors in determining locations.

Dr. Roy asked how specific the scope of work needed to be for submittal of the grant.

Mr. Fazil answered that the applications should be as specific as possible. He reminded the board that when the Phase I solar grant applications were submitted, he acquired endorsement letters from the municipalities that the zoning requirements were met on the preliminary site plans that were provided to them. He believed that being as specific as possible will give the district a better chance in being awarded a grant.

Mr. Faccinetto said that he would not be willing to give up the Freemansburg/Farmersville Road property for a solar field that would remain there for twenty years. He said that he could not rationalize tearing down a fully functioning solar field to build a school either. He said that he would agree with the panels on the roof of Freedom High School if it were feasible to find the funding for the repairs, but he felt that the other two projects were not producing enough power to make it worth the while.

Mr. Fazil said that at this time, he was requesting direction from the board on if they wished to pursue the solar project grants. He did not want to miss the opportunity to apply for them.

Mrs. Leeson stated that while she would like to see the district pursue the solar initiatives, she was concerned about the loss of land at the current sites that were being considered. She said that she would agree to investigate other sites and ideas.

Mr. McKeon said that for the locations being considered, a public hearing should be held to hear what the public's opinion is about the solar panels.

Mr. Fazil said that he has been to every district building to see which sites would have the least impact on neighboring properties and the future needs of district land. He said that while he liked the idea of installing solar canopies in parking lots, it would be a large project to revamp the lots to prepare them for the installation.

After further discussion and a poll of the board, it was decided that the district would not pursue the solar grants at this time.

Dr. Roy then explained item number three on the agenda, Bethlehem Area Vocational-Technical School (BAVTS) Sale of Northampton Campus. A summary and background was sent out to the board in regard to interest in selling the property located in Northampton by BAVTS.

Mr. Faccinetto said that a subcommittee of Joint Committee representatives from each district board along with district solicitors and superintendents met to discuss how to pursue a sale. The property that the BAVTS building is located on is completely landlocked by Northampton Area School District's (NASD) property. There is no real market value of this property on the open commercial market because of this. In 1975, NASD sold this property to BAVTS for one dollar; they would like to purchase it back for the same amount. An appraisal of the property and building was done and the property value was determined to be \$850,000. The building is valued at \$610,000, and the property at \$240,000. The NASD has offered \$610,000 to BAVTS to purchase the land and building back. Mr. Faccinetto said that there are many steps to complete the sale. First, all three districts, Bethlehem, Northampton and Saucon Valley board members must approve the sale, the approval will then go to the BAVTS Joint Committee, and lastly the BAVTS General Authority. NASD would like to have the sale completed no later than November.

After a poll of the board, it was decided that this item could appear on the next Regular Board Meeting Agenda.

Mr. Stein then reviewed item number four on the agenda, SPARK Building Lease. As a follow-up to the information discussed at the June meeting, the board had given the administration permission to pursue leasing the building. In the agenda packet, the draft terms of a lease agreement could be found. Mr. Stein said that it was talked about using the revenue from the lease to fund improvements to the building. The siding and roofing work will cost approximately \$400,000 and should be completed within the next five to seven years, \$20,000 worth of paving repairs to repair a massive pothole to the parking lot, and \$10,800 for the fiber lease termination. Mr. Stein noted that the cost of the fiber lease termination has been negotiated down fifty percent from the original figure of \$21,600. The lessee would pay all the utilities for the building, and

this is cost avoidance for the district of \$35,000 per year. He said that the terms of the lease are unique as the lessee is a nonprofit organization who will have many upfront costs to get their program running. The rental cost per square foot will be tied to the organization's enrollment figures. For months zero to three of the lease or until they are open for business, there will be no rental fee, months four to six or until forty one kids are enrolled, the rental will be fifty cents per square foot, months seven to twelve or until 138 kids are enrolled, the rental will be \$2.50 per square foot, and finally, months thirteen to sixty or until there are 237 kids are enrolled, the rental will be \$4.00 per square foot. This would net total revenue of approximately \$405,000 plus the cost avoidance of the utilities over the five year lease agreement. Mr. Stein noted that there are still details of the lease to be worked out such as who pays for what services and some tax issues. At this point, Mr. Stein said that he was seeking permission from the board to move forward and contact the solicitor to review the terms of the lease.

Mrs. Leeson asked if she was correct in stating that the district appeared to be responsible for \$430,000 of improvements to the SPARK building, in the meantime only receiving \$405,000 in rent.

Mr. Stein said that the costs were estimated, and the utility costs of \$35,000 are also being avoided.

Mrs. Leeson said that she believed that the building was worth more to the district empty than leasing it. Paying \$430,000 in repairs to lease a building did not seem worth it.

Dr. Roy said that the idea was to fund the needed building repairs out of the revenue generated from the lease. The Monocacy and Rosemont buildings were closed without needed repairs being completed, and now, they are in worse shape than when they closed. To use or to sell either of these buildings would require extensive repairs and improvements to meet code.

Mrs. Follweiler said that she agreed with Mrs. Leeson. She then asked if the language would be written to increase the rent according to the time lines stipulated or by the enrollment figures.

Mr. Stein said that the idea was to increase the rent by whichever comes first, the time frame or the enrollment. If the enrollment figures rise before the corresponding time frame, then the enrollment figure will be used to determine the amount due per month, or vice versa.

Mrs. Leeson asked if it was typical to have a lease that charged per square foot according to the amount of occupants or time.

Mr. Stein said that this was a nontraditional lease.

Mrs. Ortiz asked if the lease money was guaranteed. She was concerned that there would not be enough revenue to fund the building improvements.

Dr. Roy stated that the organization is obligated to pay the lease.

Mrs. Cann believed that even though the lease may be a wash, there is still a benefit because the needed building improvements could be completed and funded through the revenue. After five years, if the lessee chooses not to renew the lease, the building would be updated. She expressed concern that if the lessee needed to break their lease prior to the five year expiration date, there was no guarantee that all the money would be received to fund the improvements.

Mr. Stein said that all repairs did not need to be done immediately; they could wait three to four years.

Mrs. Leeson said that as she cannot support the current terms of the lease as it is currently structured. The district has spent \$1.1 million dollars on the purchase of the building, and there has been approximately \$1 million done in repairs. The building has been occupied and useable up until the end of last year when the SPARK program was closed. Mrs. Leeson did not believe that leasing the building would be financially beneficial as there may be unforeseen repairs that may need to be completed at the district's expense. She said that she would like to investigate selling the property "as-is".

Dr. Roy said that the terms proposed are only draft terms. If the board's direction is that if more money per square foot is needed, it can be discussed with the lessee.

Mrs. Leeson asked what the average charge per square foot for commercial real estate leases was.

Mr. Stein said that because of zoning issues, the use of the building is limited to school use or sold to a developer for approximately \$300,000 per acre. Educationally, the market is about \$4.00 per square foot for a lease.

Mr. Faccinnetto said that he is not opposed to leasing the building, but would like to see the fees restructured.

Dr. Roy said that the lease was drafted as it is because the group looking to lease the building is a nonprofit organization. This structure would allow them "breathing room" while they were building their program and enrollment.

Mrs. Follweiler said that she would like to see a higher rate negotiated and not to waive any school taxes.

Dr. Roy said that he was not supportive of waving the school taxes and this issue needs to be discussed with the solicitor.

Mrs. Leeson again said that the district needs to consider the additional costs that may arise; it is stated in the terms that the "district [is] responsible for maintenance, repair and replacement of all structure and mechanical systems". She believed that the \$430,000 estimated expenses are not the end of the costs for this building.

Mr. Tenaglia said that he was not in favor of leasing the building. This arrangement would lock the district into a five year landlord-tenant arrangement. He recommended either mothballing or selling the building.

Mr. McKeon said that he had an issue with the school tax avoidance. If the district owns the property, how do we assess ourselves?

Dr. Roy said that he agreed, and the solicitor would need to be contacted about this. After a poll of the board, it was decided that the administration should revise the terms of the lease agreement so it proves to be more favorable to the district. If more favorable terms cannot be reached, this item will be revisited.

Mr. Stein explained item number five on the agenda, Information Items. He stated that there have been a number of sinkholes that have developed because of the recent heavy rains. Both excavating contractors have been mobilized, and a schedule of repairs has been provided.

Mr. McKeon asked where the sinkholes were located by the Freedom High School athletic office.

Mr. Stein explained that they were right outside the athletic office entrance by the driveway/curb and the band practice field. There is an inlet along that curb, and it was found that there was pipe settlement along with an issue with the drain. This was fixed, and then a short while later, another sinkhole developed on the edge of the practice field.

Mr. Tenaglia said according to the estimated costs, sinkholes were going to cost over \$100,000. Was there a specific budget for sinkholes or where the sinkholes being funded out of the general maintenance budget?

Mr. Stein answered that there is not a specific line item to pay for sinkhole repairs. They will be paid for out of the maintenance budget as they come.

Dr. Roy said that there was an increase in the line item in the maintenance budget that is used to pay for sinkholes. He believed the budget in this line item was around \$400,000. It was hoped that some of this money could be used for ongoing maintenance and not be consumed by sinkholes.

Mrs. Leeson believed that some of this money was used to pay for the boiler replacement at Nitschmann Middle School and the paving project at Freedom High School. She asked what the costs of sinkholes have been to date.

Mr. Stein said that to date, approximately \$17,000 has been spent. The remainder of the sinkhole costs are estimated based on size, but the costs could fluctuate greatly depending on what is found when excavation starts.

Mr. Stein said that the cellular tower at the Transportation Department received city planning commission approval last month, and the contractor was on site last week performing soil test borings. The project is approximately six to nine months from being completed.

Mr. Stein then explained agenda item A, Transportation Schedule for the 2011-2012 School Year. This is an agenda item that appears on the agenda each year for the board to approve the schedule for transportation.

Mrs. Leeson asked if transportation was running well.

Mr. Stein answered that parent concerns are being addressed as they come in.

Mr. McKeon asked what the condition of the fleet was.

Mr. Stein said that an engine was lost last week, and all of the vehicles have passed inspection, but there are some older buses that need to be replaced. He stated that the district received some feedback from the state police that several of the older buses will not pass inspection next year due to the condition of the paint; the paint is not bright enough. He said that the district is working with them to address these concerns.

Dr. Roy added that the district is currently working with the Vo-Tech school to see if an arrangement can be made in regard to painting.

Mr. McKeon asked if the district has investigated the option of leasing buses versus buying them. He suggested looking into this further as the budget would be developed for next year and the district needs to know if funds for bus replacements need to be accounted for.

Mr. Stein said that he would look into this option.

Mrs. Leeson then reviewed agenda item B, Quotations for the \$5,800 to \$15,200 Cost Category.

After a poll of the board, it was decided that this item could appear on the regular board meeting agenda.

Mr. Tenaglia noted that for agenda item C, Bid Award – Snow Removal Services, ten specifications were mailed and only one bid was received. He asked how this year's prices compared to last year's.

Mr. Stein said that they were comparable as only a few items had a minimal increase.

After a poll of the board, it was decided that this item could appear on the regular board meeting agenda.

Mr. Stein explained for agenda item D, Bid Award – Excavating Services – Unit Price Work for Sinkhole Repair, Storm, Sanitary and Other Site Work Repairs, that this was services starting in

January 2012 through December 2012. The administration is recommending that the contract be awarded to two contractors as the district as done in years past, with one being the primary and the other the alternate.

After a poll of the board, it was decided that this item could appear on the regular board meeting agenda.

There were no questions for agenda item E, Sodium Chloride Agreement through COSTARS. After a poll of the board, it was decided that this item could appear on the regular board meeting agenda.

For agenda item F, Indoor Air Quality Testing Contract Renewal, Mrs. Cann asked what the district does with the results of the testing.

Mr. Stein explained that in 2006, baseline testing was done for all the district's buildings. The testing results that are done each year are compared to the baseline testing to see if there are variances that would indicate a problem is present, such as equipment not exhausting correctly or mold. This is a proactive approach in preventing problems and is a valuable service to the district.

Dr. Roy said that the test results are helpful when there concerns are raised in regard to indoor air quality. He also said that this is a renewal of a contract.

After a poll of the board, it was decided that this item could appear on the regular board meeting agenda.

It was also noted that there were no objections to having agenda item G, Bethlehem Area Vocational-Technical School Sale of Northampton Campus, appear on the regular board meeting agenda.

AGENDA ITEMS FOR THE SEPTEMBER 26, 2011, REGULAR BOARD MEETING –

After discussion, the board committee agreed to bring the following agenda items to the September 26, 2011, Regular Board Meeting:

- A. Transportation Schedule for the 2011-2012 School Year
- B. Quotations for the \$5,800 - \$15,200 Cost Category
- C. Bid Award – Snow Removal Services
- D. Bid Award – Excavating Services – Unit Price Work for Sinkhole Repair, Storm, Sanitary and Other Site Work Repairs
- E. Sodium Chloride Agreement through COSTARS
- F. Indoor Air Quality Testing Contract Renewal

G. Bethlehem Area Vocational-Technical School Sale of Northampton Campus

COURTESY OF THE FLOOR TO VISITORS –

None.

OPEN FORUM –

Mr. Tenaglia said that he noted that there was a check listed in the pre-paid items issued to a local vendor in the amount of \$8.72. He requested that the district find more cost effective ways to purchase items from these vendors such as setting up accounts that are paid once a month or using petty cash.

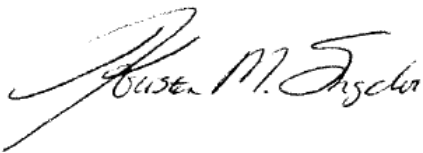
Mrs. Leeson said that she has requested, but not received, information on the number of students used for the district's projections for the budget. She also asked about high school senior's schedules, and the charter school PSSA information.

Dr. Roy answered that Mr. Giordano has the information on the number of students, and he does not have an answer yet on the high schools senior's schedules. He also said that he did not believe that the PSSA information was available yet.

Mrs. Leeson requested that the information regarding the number of seniors who are arriving late or leaving early be obtained within the next week.

The meeting was adjourned at approximately 7:40 p.m.

Minutes prepared by:



Kristen M. Snyder, Secretary to the Director of Facilities and Operations



Mark Stein, Director of Facilities and Operations