

Minutes
Developmental Disabilities Resource Board of Directors
Board Owned Property Committee Meeting
January 30, 2018

The **Board Owned Property Committee** met on January 30, 2108 at 5:00 pm at the DDRB office. Present at the meeting were Alan Naylor, Rick White, James Gottstein, Robert Sevier and Stephen Elliott. The meeting was called to order by committee chairman, Alan Naylor.

The first item of discussion was the ductwork in the Kent Street building relative to HVAC #8. There has been an on-going problem with heating and cooling the offices serviced by this unit as well as extremely high humidity in the warmer months. With the replacement of units 1-6 and a new maintenance contract with MMC Contractors, Don Tappin with MMC determined the ductwork in that area is creating the problem. The offices on either side of the hallway are ducted to the hallway to be pulled into the return air vents in the hallway, but not by duct. Alan Naylor did a follow up investigation and concurred with these findings. MMC supplied a bid using a third-party sheet metal company to upgrade the ductwork in the amount of \$5,730. The Committee requested Sonja contact Jason Kuhlman and ask him to procure 2 additional bids for this project.

Sonja has purchased 2 flat panel radiant heaters at a cost of \$95.73 and is currently testing them with different people in the office. The committee instructed Sonja to expense these items and give the committee an update when available.

HVAC #5 was not working on several occasions and MMC Contractors had been called to look at the problem. Don Tappin with MMC determined the problem was with the actual breaker in the panel. Jason Kuhlman had an electrical contractor investigate and discovered that the breaker was indeed faulty and required replacement. The cost of replaced was \$775 of which the committee approved. The work was done prior to approval in order to get the HVAC unit functioning properly.

The handicap door opener at the front of Kent Street was broken. Jason Kuhlman investigated and said that it was not repairable. Sonja contacted DORMA and requested they come out and service the opener. They discovered the mechanism was worn out and not repairable. They installed a new Transmitter and Receiver. Sonja also had them service doors 3,4 and 8 as they were not closing properly thus possibly leaving the building improperly secured. The total cost for repairs was \$530 with the work completed prior to committee approval but allowing us to properly secure the building and provide wheelchair accessibility. The committee unanimously approved the expenditure.

Teclarm submitted a proposal to update the Fire and Security Alarm systems from using a landline to radio cells. The cost for each radio cell would be \$350 with an additional annual monitoring fee of \$350. The committee decided to indefinitely table this proposal for further review.

The final item of discussion was a door bell for the front door at Kent Street. Sonja explained that on extremely windy days, we lock the front door utilizing the “panic button” in the receptionist office for safety of people entering or exiting the door as well as concern for the door breaking or shattering. There are signs posted on the door when this occurs. They would like a door bell installed to notify the receptionist to unlock the door. Justin Noel provided a bid to install a wireless doorbell for \$125. The committee unanimously approved.

With no further business, the Board Owned Property Committee meeting was adjourned at 5:30 pm.

Respectfully submitted: Sonja Bennett

January 31, 2018