

## Trail Conference Building & Grounds Committee Meeting Minutes – November 3, 2015

**Meeting attendees:** Mary Dooman (chair), Ed Goodell, Susan Gordon, John Leigh, Pat Marcotullio, Peter Morris, Mary Perro.

**Call to order:** meeting began at 3:10pm.

### Agenda:

1. Approved 10/6/2015 meeting minutes.
2. Open action items:
  - Ed's action items remain open. He will look at priorities and staff assignments.
  - Will Smith has been hired as a part-time Facilities Manager, pending background check. Will has a construction background with municipalities and also works at Home Depot.
3. ARC group:
  - Will Smith will supervise the ARC group work and coordinate the beginning of the project. John Leigh will continue to be the main contact with ARC.
4. Operations updates:
  - **Snow removal:** Mary Perro is in the process of getting two quotes for snow removal. Scope of work will include the parking lot and entrances to comply with fire and safety requirements
  - **Night bell:** The decision on a night bell has been tabled pending the development of the building's overall security program. All references to night bell should be removed from the FMOP document.
  - **Operations issues:** Everyday operations issues are collected through the "schoolhouse" email address. The Facilities Manager is expected to take the list to resolve.
  - **Keying system:** After receiving three quotes, the committee decided to award the keying system job to Electrolock, Inc. in Suffern, NY. The committee further decided to rekey all locks with Schlage cylinders. The cost is \$1,790. A final review to determine master key groupings and key policies including lost and stolen keys, key holder lists, and storage will take place before the next building & grounds committee meeting for release in the FMOP.
5. FMOP document:
  - The following sections of the FMOP will be released for implementation:
    - 2.3.3 Building Access Points
    - 6.4.5 Restricted Areas Access
    - 6.9.2 Kitchen area
    - 6.15.1 Handicapped Parking
    - 6.15.4 Shared Driveway
    - 6.21 Storage Areas
    - 6.22 Trash and Recycling

All of the above sections were assigned to staff members for comment, review and update. Ed and Mary Perro will meet with the staff to review and communicate the released operating procedures. The FMOP sections will be available in hard copy and on the TC office server for reference.

Future employees will be provided a copy of the FMOP document to familiarize and sign off on having received it.
6. FMOP document next steps:
  - Mary Perro has received inquiries for third party use of the building. Susan and Peter will meet before the next FMOP meeting to work on the third party use section of the FMOP

## New York-New Jersey Trail Conference

incorporating usage fees, insurance requirements, a third party use checklist, and any staffing assignments.

- Emergency and safety practices including material safety data sheets, a hazardous materials list, and fire safety practices will receive priority. John will work on this area.
- Ed and Mary Perro will evaluate and assign open areas and assign priorities and assignments.

### 7. Signage:

- Signage program outlined in section 6.18 of the FMOP document describe the design principles signs should adhere to.
- Committee discussed how signage program should be implemented throughout the building. All agreed that owners responsible for the various spaces throughout the building should come up with the initial content of the signage. Signage specifics will be developed based on criteria in the FMOP draft

### Next meetings:

11/17/2015 at 3:00pm

12/2/2015 at 3:00pm

12/15/2015 at 3:00pm

**Meeting adjourned at: 4:30pm.**

### Open Action Items:

| Mtg. Date | Description  | Owner                               | Status   |
|-----------|--|-------------------------------------|--|
| 9/3/2015  | Ask all authors to respond within a week, with a date for when their respective sections will be available for review.   | <del>Mary Perro</del><br>Ed Goodell | 9/15: Open; E-mail was sent to authors (employees only) but received no response as employees busy with several events/deadlines the past week.<br>9/23: Ed will reassess priorities and assignments<br>10/6: in progress, Ed reviewing priorities and assignments |
| 9/3/2015  | Widen search for the part time B&G employee to include Ramapo College, Bergen Record, Department of Public Works, staff. | Mary Perro                          | 9/15: Open; Shared received resume. Mary needs to have updated list of tasks to review with potential candidates<br>10/6: MD and MP updated list, more resumes received. Will conduct first round interviews prior to next meeting.<br>11/3: Closed. See minutes.  |
| 9/3/2015  | Need additional staff assignments for several P1 priority sections of the FMOP document.                                 | Ed Goodell                          | 9/15: Open; Ed to meet with Mary and Linda to evaluate assignments.<br>9/23: Ed will reassess priorities and assignments   |
| 9/23/2015 | Reassess FMOP authors and priorities.  | Ed Goodell                          | 10/6: in progress.   |

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| Mtg. Date | Description   | Owner   | Status |
|-----------|---|---------|--------|
| 11/3/2015 | Communicate signage implementation approach with Amber and owners of the specific spaces in building. | Mary D. |        |

**Links:**

**FMOP document location:**

<https://docs.google.com/document/d/1Ybm51hvi9KYrwDYMD3koExZhT54vhKVbHRLLMjbrZ0o/edit?usp=sharing>

**FMOP document development schedule location:**

[https://docs.google.com/spreadsheets/d/1sHlfPbjwwFbVr9FtPK7P\\_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1sHlfPbjwwFbVr9FtPK7P_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing)