Locations Visited: Transportation Services (Davidson Rd.), Norwich Elementary & Britton Elementary
Meeting Attendees: Mark Abate, Paul Lambert, Mike McDonough & Cliff Hetzel

1. Issues identified and discussed
   a. Transportation Services (Davidson Rd.)
      • Underground Storage Tanks (UST) have been shut down and tagged out with approval from the State Fire Marshal and Norwich Township Fire Department.
      • UST is planned for removal as early as spring and no later than summer.
      • An above ground replacement tank for fuel is currently being built.
      • The site for the above ground replacement tank is currently being engineered for installation this summer.

   b. Norwich Elementary
      • Looking to add soft furniture in the media center.
      • Installed projection screen in the gym.
      • Add cameras and access points.
      • Evaluate ceiling tile in kitchen.
      • Consider adding soundproofing to the gym.
      • Painting has been done in entry and main hallways.

   c. Britton Elementary
      • New mats in entry look nice and are helping.
      • Will be adding 24 new parking spaces.
      • 3-5 grades are fully composting meals.
      • Kindergarten is composting lunch trays.
      • New carpet was installed in rooms 208-211.
      • Remove old televisions.
      • Add power outlets in classrooms.
      • Would like to screen or blind windows on the second floor above the main entrance.
      • Ceiling tile on second floor stairwell.
      • PA system upgrade needed.

2. Public Meeting – Central Office – Conference Room 3and4
   a. Discussion on status of all bond projects.

3. Next Building Tour & Committee Meeting
   Date: Friday, February 2, 2018
   Tour: 8:00 AM: Hilliard Darby High School, Hoffman Trails Elementary & Washington Elementary
   Meeting: 10:00 AM: Central Office, Conference Room 3and4