**Campus Improvement User Committee**

NCI at Frederick

**May 11, 2016 @ 3:00pm – 4:30pm**

Next meeting July 13th @ 9:00 am

| Attendees:  | [x]  Mike Addington (Chairman) | [ ]  Helene Highbarger |
| --- | --- | --- |
|  | [x]  Chris Bell | [ ]  Bob Lawler |
|  | [x]  John Bell | [x]  Melissa Porter |
|  | [ ]  Darren Henderson | [x]  Joel Schneider |

**General Notes:** Action:

| 1. Items in Green have been identified as a (quarterly) priority
 | All |
| --- | --- |
| 1. **Bolded** items are “new”
 | All |

**Areas / Items identified that require attention:** Status: Funded:

| 1. Remove watering bags on trees in the vicinity of Building 538
 | In progress | Yes |
| --- | --- | --- |
| 1. Clean all street curb gutters of debris
 | In progress | Yes |
| 1. Replace old wood picnic tables with metal coated units, count 17 at a cost of $758 per table
 | Awaiting approval | Pending |
| 1. Install Paver paths to sidewalks on both ends of Building 549 patio area
 | Work Order generated  | Yes |
| 1. Replace 2 dead trees to left of main entrance Building 549
 | In progress | Yes |
| 1. Address large planter boxes at Building 535. Fabric & stone beds?
 | In progress | Yes |
| 1. Power wash patio area Building 549
 | Work Order generated | Yes |
| 1. Install maintenance free bollard sleeve covers. This activity will be a long duration item. Test bollards to be installed for committee review
 | On-going | Partially |
| 1. Repair / replace all damaged / deficient NCI and utility exterior signage including NCI pole mounted banners. The desired method of execution is to outsource to sign company. There is also a need to reduce un-needed signage. This will require a significant financial commitment. Signage categories as follows

PedestrianStreetWay Finding | On hold | No |
| 1. Replace Building 549 outside dining area furniture (15 tables, 60 chairs, umbrellas) cost approx. $32,000 not including umbrellas
 | Awaiting approval | No |
| 1. Repair ground and seed around Building 426
 | In progress | Yes |
| 1. Mulch around Building 429
 | In progress | Yes |
| 1. Mulch, weed and edge entire campus
 | In progress | Yes |
| 1. Trim cherry trees at 538
 | In progress | Yes |
| 1. Re-seed grass along new sidewalk at 535
 | In progress | Yes |
| 1. Sidewalk across from 562 in undermined, replace dirt and reseed
 | In progress | Yes |
| 1. Repair to functionality the fountain at 549 courtyard area
 | In progress | Yes |

**Items for future consideration:** Status: Funded:

| 1. Concrete pads for dumpsters with enclosures?
 | On hold | No |
| --- | --- | --- |
| 1. Construct Trellis or similar shade enclosure for Building 549 outside seating area (recommend umbrellas in the interim)
 | Awaiting direction and funding app | No |
| 1. Provide concrete pads under all picnic tables (similar to those located at Building 350) count 44 at a cost of $1,000 per pad. Needs to be re-priced to include stamped concrete
 | Cost to be re-price by John Bell | Pending |
| 1. Reduce height of masonry wall surrounding Building 549 patio area
 | On hold | No |
| 1. Install more bike racks, locations TBD
 | On hold | No |
| 1. Building 560 curb / asphalt / dumpster area rework
 | On hold | No |
| 1. Seasonal flowers? High profile Buildings
 | On hold | No |
| 1. Replacement of standard #57 (blue stone) with decorative river rock
 | On hold | No |
| 1. Generate / execute landscaping plans per building
 | On hold | No |
| 1. Pursue possible NCI separation of landscaping activities from the Garrison in 2017?
 | On hold | No |

**Miscellaneous discussion Items:** Action:

| 1. Need to acquire the Garrison’s current scope of work for Classic to identify gaps and to ensure quality control. Need to confirm frequency of trimming, edging, bed weeding, etc.
 | Mike, Chris |
| --- | --- |
| 1. Address the overall poor quality of landscaping services currently provided by Classic through the Army
 | Chris, Mike |
| 1. Committee reviewed Charter document, change made to the meeting duration, then approved
 | All |
| 1. Melissa has expressed an interest in and will seek approval for (1) in-house Landscape dedicated FME employee to assist in ad-hoc activities and coordination of contractors
 | Melissa, Chris |

These are the meeting minutes as understood by the writer, all corrections and /or additions should be called to the attention of the writer.

Prepared by: Mike Addington

cc: Dante Tedaldi

Linda Brubaker

Andrea Gnuschke