

FACILITIES ADVISORY COMMITTEE MINUTES
Holbrook Middle School and Remotely
Monday April 12, 2021

Board Members Present: Linda Graban, Cherie Faulkner, Charles Baker, Jr., Robin James, and Holly Whitmore

Also Present: Susan Smith (Superintendent), Jake Morgan (Transportation and Facilities Director), Michele Archambault (Athletic Director - remotely), Jaime Pangburn (parent)

1. **Call to Order:** The meeting began at 6:31pm.
2. **Holden Generator Bids:** Carpenter Associates held a bidder's meeting last week. Two bids were received. Carmel Electric (\$169,700) and Duffy Electric (\$210,204). Bids are higher than budgeted. The district budgeted \$150,000 including money designated for Carpenter Associates. Supt. Smith felt a cost center transfer and asbestos projects savings could cover the additional cost. The committee recommends going forward with Carmel Electric.
3. **SRRF Bond and Indoor Air Quality Projects Update:** Project specifications are being developed by Carpenter Associates. Supt. Smith asked for an extension for project completion from the State. Carpenter Associates is working on a timeline to provide to the State. All three projects cannot be completed this summer. They plan to start at Holden and then Eddington. Supt. Smith recommends we follow the Davis-Bacon Rule to allow federal funds to be used for project costs over the bond amount. The Holbrook bond will not cover the full estimated costs. Carpenter Associates is concerned about the timing/cost of the projects.
4. **Fields:** Supt. Smith provided a handout of Spring Club locations. Tents will be going up soon at Holden and Holbrook to provide outdoor learning spaces. Turface was ordered and delivered for the baseball and softball fields, fences and gates are being worked on, and field lines will be done soon. Over the past several years, the district has spent approx. \$9,000 per year on fields for insect control, dirt, stripping, etc. Budget and Finance Committee discussed moving \$3,000 from testing (now covered by the State) to fields. Eddington (fire department field) and Holden baseball fields have been maintained by Little League for years. Mrs. Pangburn asked if we do insect control yearly. She asked for estimates for Holden and Holbrook so she had an idea on costs. She advised crab grass was not part of the estimate, but was noted as a needed. Jake advised insect control started two years ago (tick, grub, and grass seeding). Mrs. Pangburn asked if the district could share a field project need list with the Little League to see if Little League can help or volunteer in anyway. Supt. Smith agreed a project list could be communicated better between the district and Little League. Cherie asked if the insect control has to go to bid. Supt. Smith confirmed grub and tick quotes are needed for all three schools. Projects are not estimated to be above \$10,000, so we need quotes rather than bids. Mrs. Pangburn stated the work needs to be done before May 3rd.

Mrs. Pangburn asked about the condition of the bleachers. Jake advised the bleachers were all refurbished last year. Holbrook Rec/Little League can possibly help with funding as they did for the Holbrook gym. Sponsorship advertising was discussed. Supt. Smith will get the policies to Ms. Archambault regarding fundraising and advertising. Ms. Archambault will work on reaching out to Laura Wade for input on her successful scoreboard sponsorship projects. Ms. Archambault advised the softball and baseball fields are also getting new bases this year.

5. **Other:** Requests for Proposals were just posted and sent out for Holden Paving, Holbrook Walkway, Holbrook Parking Lot Paving, Eddington Oil Tank Removal. Jake received a call from Holden Town Manager, he would like us to join the Town on Request for Proposal. Supt. Smith felt we could get a better price combining the Holbrook parking lot paving with the Town of Holden.

Mrs. Pangburn inquired about a new sign for the Holbrook School. Jake Morgan said the old letter kept getting knocked off the building by snow coming off the roof. Grade 8 promotion fund has designated a new sign as a "legacy" project. Supt. Smith will look into potential funding sources.

Supt. Smith recognized Charles Baker, Jr. for his service to the Board, Facilities Advisory Committee and Budget and Finance Committee.

6. **Next Meeting:** Wednesday, May 12, 2021 at 5:00pm in conjunction with Budget and Finance Committee

The meeting adjourned at 7:30pm.

APPROVED: April 26, 2021