

FACILITIES ADVISORY COMMITTEE MINUTES  
Holbrook Middle School  
Thursday, January 14, 2021

Members Present: Linda Graban (Remote), Charles Baker, Jr., Holly Whitmore

Also Present: Susan Smith (Superintendent), Jake Morgan (Transportation and Facilities Director)

1. **Call to Order:** The meeting began at 5:29pm.
2. **CRF and Locally Funded Projects:** Superintendent Smith reviewed the list of bigger projects and purchases completed this fall. Storage units are not rented, they are property of RSU 63. Holden fencing was partially locally funded (campground side). Linda Graban asked if the wood chipper was a rental. Mr. Morgan advised it is property of RSU 63.
3. **SRRF Bond and Indoor Air Quality Projects Update:** The Holden Generator agreement from Carpenter Associates was part of the information provided for review and has been updated to reflect a propane generator. The three IAQ project prices were negotiated with and amended by Carpenter Associates. The hourly rate schedule is provided from Carpenter Associates.

The bond paperwork has been processed and approved. Any projects sent out to bid will be awarded to the lowest bid.

4. **Future Facilities Projects/Needs:** Supt. Smith updated the project list from February 2020 and updated with projects that were completed for a new starting point for budget building. Reserve Account at the end of the last fiscal school year is \$329,349.00. We can ask the town to use some of this money for bigger projects needed or we can put money into the reserve account.

**Eddington:** Oil tank removal and propane conversion is a priority. Items in bold are top priorities. Keep items not bold on list. Jake feels a generator is a need due to sump pump or a battery back-up for the small generator to allow time for staff to respond. The complete sprinkler system is staying on list but changing to un-bold. Paving of the front parking lot is needed. Patching has helped, but it is getting worse.

**Holden:** Jake would like to replace the Library carpet and update the Life Skills room/bathroom.

**Holbrook:** Paving needs to be done, but reconfiguration is being looked into, so it could be incorporated into that project. Sewer pump replacement needs to be addressed. A few more interior cameras are needed for additional security.

Supt. Smith will clean up the sheets with notations on projects completed with cost and prioritize lists of projects that need to be completed.

5. **Other:** Professor Nagy and the Eagle Eye Team provided a proposal for the Holbrook reconfiguration plan of focus. They plan to provide a plan in February and a final plan in April. Carpenter Associates is also keeping an eye on their plans.
6. **Next Meeting:** Tuesday, February 9, 2021 at 5:30pm, Holbrook Middle School

The meeting adjourned at 6:51pm.

**APPROVED: JANUARY 25, 2021**