

FACILITIES ADVISORY COMMITTEE MINUTES
Holden Elementary School
Thursday, October 17, 2019

Members Present: Charles Barker, Holly Whitmore

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

1. **Call to Order:** The meeting began at 6:00pm.
2. **Toured Holden Elementary School:** Jake Morgan provided a tour of the spaces and rooms at the Holden School, including the generator (outdoors) and boiler room.
3. **Reviewed New Drafts from Carpenter Associates:** Randy Bragg emailed new drafts (dated October 8, 2019). These were shared with Committee Members. Jake Morgan and Susan Smith would like time to more thoroughly review these drafts before they become finalized.
4. **Developed Options/Proposals for Full Board Discussion:** Using the spreadsheets provided by Carpenter Associates, Priority 1 items for each school were isolated and divided into two categories (for the FY 21 Budget and not yet recommended for next year's budget). Five spreadsheets (2 options for Holden, 2 options for Eddington, and 1 recommendation for Holbrook) were discussed and changes recommended. Jake Morgan and Susan Smith will make the changes and proofread the spreadsheets. These will be emailed to members of the Facilities Committee for a quick review before they are shared during the October 28th Board Meeting.
5. **Other:** The Facilities Committee would like the Board to consider having a tour of our facilities for the public.
6. **Next Meeting: Tentatively set for Tuesday, November 12, 2019 at 6:00pm at the Holbrook Middle School.** The Facilities Committee would like to invite all interested Board Members to this meeting to gain additional information and provide input into the proposals the Board will need to provide guidance/direction on during the November Board Meeting (11/18/19).

The meeting adjourned at 8:20pm.