

FACILITIES ADVISORY COMMITTEE MINUTES
Superintendent's Office, Holbrook Middle School
Meeting: Friday, October 4, 2019

Members Present: Charles Barker, Holly Whitmore

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

1. **Call to Order:** The meeting began at 12:30pm.
2. **Reviewed Information from Carpenter Associates:** Reviewed, discussed, and edited the Assessment Report for the Holbrook Middle School.
3. **Other:** Next steps include finalizing changes with Carpenter Associates and then meeting to review changes and develop proposals for the full Board to begin discussing at the October Board Meeting. The Facilities Advisory Committee will also work closely with the Budget and Finance Committee. Needs, plans, recent actions, and information about the School Revolving Renovation Fund applications will be shared with town leaders at Council and Select Board meetings in November and December.
4. **Next Meeting:** Thursday, October 17, 2019 at 6:00pm at the Holden Elementary School. Meeting will include a tour of the Holden Elementary School.

The meeting adjourned at 1:55pm.