

FACILITIES ADVISORY COMMITTEE MINUTES

Meeting: Tuesday, September 17, 2019

Members Present: Charles Barker, Linda Graban, Holly Whitmore

Also Present: Susan Smith (Supt.), Jake Morgan (Transportation and Facilities Director), Randy Bragg (Carpenter Associates), Jeff Thurlow (Carpenter Associates)

1. **Call to Order:** The meeting began at 6:07pm.
2. **Review Information from Carpenter Associates:** Randy Bragg shared information regarding the Draft Facility Needs Assessments. He and Jeff Thurlow answered questions about the process, projects, and priority rankings. The average cost per square foot to complete the needed improvements across the District is approximately \$125. (Amended to \$140 per square foot.) This figure is in line with what Carpenter Associates has seen for other schools.
3. **School Revolving Renovation Fund Applications (SRRF):** Mr. Bragg and Mr. Thurlow shared advice regarding the SRRFs. Based on this conversation, it was decided we will submit one Indoor Air Quality (IAQ)/Life Safety application for each school. We will add boiler room concerns and components to the draft Holden IAQ application. We will add Life Safety/Security concerns to the draft Holbrook IAQ application. We will add narrative details and confirm the budget for the Eddington IAQ application. Each of these three applications will be \$1Million +/- . The Board will vote about submitting these to the State at the Board meeting on September 23rd (6:30pm at the Holden School).
4. **Other:** Timelines and next steps were discussed and refined.
 - September 18 – 23: Carpenter Associates will work on making adjustments to the Facility Needs Assessments (based on information provided by Jake Morgan) and narratives for the Part IV sections D and E of the SRRF applications, focusing on IAQ and Life Safety issues. Susan Smith will work on updating the Budgets and other portions of the SSRFs. Chuck Baker will look through our facilities materials and provide additional information to Carpenter Associates.
 - September 23: Draft Facility Needs Assessments and Draft SRRF Applications will be ready for the Board Meeting. RSU 63 will make hard copies of these Monday afternoon for the meeting Monday night.
 - September 24: Facilities Committee Meeting (6:00pm at Holbrook)
 - September 30: SRRF applications due to the State by 5:00pm.
 - October and November: Superintendent Smith will attend Select Board/Council meetings and provide facility and other information to town leaders.
 - November 18: The Facilities Advisory Committee will provide recommendations to the full Board of Directors regarding facility projects to incorporate into the 2020-21 Budget. After full Board discussion and direction, we will notify Carpenter Associates about the projects we would like to include in the 2020-21 Budget, obtain more detailed specifications, estimates, and information for the public.

We will also schedule building tours for Board Members.

5. **Next Meeting:** Tuesday, September 24, 2019 at 6:00pm in the Holbrook Conference Room

The meeting adjourned at 7:45pm.