

FACILITIES ADVISORY COMMITTEE MINUTES

Meeting: September 3, 2019

Members Present: Charles Barker, Linda Graban, Holly Whitmore

Also Present: Susan Smith (Supt.), Jake Morgan (Transportation and Facilities Director), John Hutchins (Board Chair, arrived at 6:30pm)

1. **Call to Order:** The meeting began at 6:05pm.
2. **Election of Chair:** Linda Graban nominated Charles Baker as Chair of the Facilities Advisory Committee. Seconded by Holly Whitmore and accepted by Charles Baker. (Vote: 3 yes, 0 no)
3. **Revolving Renovation Fund Application:** Reviewed and discussed. There are many steps in this process and it is not a grant. If we make the state list of funded projects, approximately 47% of the cost would be absorbed by the state. The remaining amount would need to go through the public referendum and bond process.

After discussion, it was decided we should develop 6 applications; an Indoor Air Quality Project and a Windows and Doors project for each of our three schools.

4. **Other:** Timelines were discussed and developed.
 - September 6: Application Work Session at Holbrook from 11:00am – 1:00pm
 - September 13: Receive initial Draft Maintenance Plans from Carpenter Associates
 - Prior to September 17: Work on Part I, II, and III and Part IV sections A, B, and C
 - September 17 – 23: Work on Part IV sections D and E as well as Part V
 - September 23: Drafts ready for Board Meeting
 - September 24: Facilities Committee Meeting/Work Session to make changes to drafts
 - September 30: Applications due to the state by 5:00pm
 - October and November: Superintendent Smith will attend town Select Board/Council meetings and provide information regarding this process to town leaders
5. **Next Meetings:**
 - a. Tuesday, September 17, 2019 at 6:00pm in the Holbrook Conference Room
 - b. Tuesday, September 24, 2019 at 6:00pm in the Holbrook Conference Room

The meeting adjourned at 7:07pm.