

HES Building Improvement Committee

Date: June 22, 2016

Present: Joe Boggio, Steve Fecto, Jim O'Malley, April Anderson, Kaylah Hemlow, Deb Carrier, Shawn Lee, Wayne Woolridge, Courtney Hodge, James MacDonell, Sean Leary

Absent: Tom O'Connor

1. **Call to Order.** Meeting was called to order 6:05
2. **Approval of Minutes.** Mr. MacDonell had three corrections, in the subcommittee, minutes, 2nd point the amount should be 500,000. At the end of the Facilities committee report it should say they will draft a letter and in item 6 BIC member comments email sent to a group creates a quorum not forum. Motion was made to approve with changes and passed.
3. **Ms. Amy Clark.** The committee each introduced themselves. Amy Clark spoke, she is with Department of Education and is also a parent. She was new to the position starting in November with a Civil Engineer background in Environmental Services. Ms. Clark stated she is open to answering any questions we have.

Mr. O'Malley stated we are looking to solve space problems in the Elementary School. We know the state is starting to fund building projects again and we are hoping she can provide us some tips.

She spoke to where things stand with building aid. In general there has been no building aid since 2009. Changes may come with the new administration. She will be working with the Senate and the House of Representatives. Her department must support the mission of the administration. She presented a list of representatives and education committee members and their contact information.

Mr. O'Malley has reached out to Congressman Abbott. He agreed to speak with us at some point.

Ms. Clark has heard there is some hope to get the funding back. If approved things can move fast. We need to be sure we are ready. The State is still paying on some funds previously obligated. Her guess is there would be 13 million available. Life safety issues rank high.

Mr. Woolridge asked if she thought it would be available soon.

A preliminary application is due by July 1st she suggests that we get something in. We should have the complete application in by September. 1st. (send plans, maintenance plans). The department will rank according to the point system and give a recommendation to the state school board. We should know by December 1st.

It was asked if there is a cap on the amount. She said no there is not. The top ranked project gets the full amount they are approved for then what ever is left goes to the next on the ranking and on down. At this time we are ranked at 60% so it would be possible to get 60% funding.

There is a Bill in the works to have projects be level funded possibly at 30%. Our free and reduced numbers helps. She thought Molly Kelley would be a great resource for advocacy.

Mr. Boggio had sent some questions. She presented information to try and address as much as possible.

No swimming pool would be supported.

Any projects must have a plan to be properly maintained.

Some other not supported items, auditoriums, textbooks, portable classrooms, SAU offices.

The State does not support portable classrooms due to their fire hazards.

Another source of funding would be a QZAB loan. Qzab.org 271-3620. Applications are being accepted now and close September 1st.

The projected need questions received by Tom O'Connor were from her office. They like to have an idea what the need in case funding becomes available.

High Performance requirement not in effect for ranking. However can be helpful. Life cycle costs are something they look at. Matt Cashman in Concord would be a good contact. He is the Concord Schools Facilities Director.

There is a book available online – well done with good resources, she will send links.

Another manual is available online and will be our bible it was created when there was aid available. Some things are not accurate due to policy changes but is an excellent resource.

On the question on tips to present this to the community, there is a chapter on that.

One change for the better, previously on 20-30 year grants there were two payouts a year. Now there are two total payments 80% up front and 20% on end. This would save a lot of money on interest.

Spoke about safety glass, Mr. O'Malley mentioned we have looked at coating glass.

When they look at applications that consider RS costs. The RS means average costs.

She spoke on the point ranking, Life safety gets 100 points, overcrowding, historical preservation, all these will get points. These are listed in the book.

No maintenance plan would lose 20 points.

If applications are received after July 1st they might still consider them.

Asked what we think about deadlines, applications July 1st, September 1st, ranks done by December 1st and approvals by January 15th – is this a problem for warrant articles? It is not a problem for us we can submit warrant articles in February.

Wayne Woolridge asked how comprehensive do we need plans to be to submit. They need to be Preliminary plans at first.

The book spells out minimum standards. Final plans should be sent for approval with or without aid. The State would like to make sure standards are met.

Is student or district population a factor, no it is not in the point system for ranking need?

There are Bills in the process to change funding guidelines all the time.

We should get Molly Kelly and Mr. Abbott in to advocate for us.

Utilization rates, for Elementary Schools are 90%. They encourage schools to plan for the future, include community involvement in the school. 5% can be for community use above student use.

20 year enrollment projection. Don't use the 20 year end number use the peak number over that span. Classrooms must have 900 square feet minimum.

Mr. Woolridge says he is hopeful to see funding come back without building aid it will be hard to get the community to approve.

Ms. Clark offered to help in anyway, answer questions and come back if needed.

Mr. O'Malley asked if there is any type of alert list to be put on to be notified of changes in requirements. There is not but she will try and remember to let us know if she hears anything.

Mr. Boggio asked if we got other funding such as QZAP does that hurt us with building aid.

Anything we get will be subtracted out and if approved we would get a percentage of the rest.

Mr. Boggio gave her a tour of the school.

Mr. O'Malley asked if any questions regarding the information Ms. Clark presented.

Do we want finance committee to start meeting. Mr. MacDonell said Joe and Tom should start work on the application to get it in.

It was suggested to look at QZAP and facilities clearing house for additional funding.

4. BIC Subcommittees Reports

Facilities – It was suggested they put vendor meetings on hold to work on the maintenance plan. Next meeting is Friday. Will work on the application. Mr. Lee said we may be able to pull some info from the previous build to create a new one. There should have been a maintenance plan in the close out construction documents.

Public Relations – Top ten frequently asked questions were presented with suggested answers. This could be used for a community meeting to anticipate questions. Also so that when answers are given we will all be on the same page. Some have been asked questions already. Space is a real issue. Some comments have been the public is worried what we will lose in order to gain space.

Comments and changes on the presented questions:

Question 1 – Should state to be completed in 2007. Egress should be exit or emergency exit.

Question 2 – This is due to enrollment issues and fire code. It is a short term solution. Even with multiage there is still not enough space. Kaylah said she looks at multiage more as another avenue of learning not a space solution. April mentioned Mr. Boggio explained it well at the public meeting. More stability due to looping. Kaylah thought we should say to provide stability.

Question 3 – Simple and well stated. Some have been concerned.

Question 4 – Should say sources instead of avenues. State Building aid will hopefully be reinstated. We should put in 60% state funding if tax payer funded or taxpayers will be obligated for no more than 40%.

Question 5 – Add to the point that the state would look into the future plans that this is now required. We should start with state requirement. State guidelines require us to look at a 20 year projection.

Question 6 – Short and sweet.

Question 7 – Mrs. Carrier thought we should mention how teacher time impacted by having to give up planning time in their room so that specials can happen.

Question 8 – We should focus more on safety and mandatory issues. Use life safety.

Mr. Boggio mentioned we could add something for those who say, what can I do to help. Maybe a list of representatives to contact. There was one provided by Ms. Clark. It was asked if these questions could be put on a cheat sheet.

April suggested we create a form letter for people to send to representatives. This was done for the afterschool program. We can create letter with different options and email it out. We need to include links to education committees, senate and house. Having a letter already created makes it easier so more people are apt to do it.

Fall is a good time to getting letters out. We should get other school involved in contacting representatives to advocate for reinstating building aid.

Mr. Woolridge stated that it is a legal matter that the state provide adequate funding for education. We could make the argument that this is not happening if without building aid. However it would not be worth a legal process to enforce it.

Mr. Leary can put a letter into a format to be used if April and Kaylah can provide wording. He will draft a 30 second elevator speech and send it out to the committee.

Curriculum – Mr. Boggio has a draft of minutes that he will share at the next meeting.

Finance – Committee hasn't met yet. Mr. O'Malley looked up building grants and some companies that we could use for funding. Some were not building grants but for things such as technology. Elmers Glue, Eversource, Johnson Controls, Lego, Dead River, were some that looked good. The best one was Lowes Charitable and Educational Foundation. United Way could be a co contributor if we had others.

No other subcommittee reports.

Kaylah asked if we should wait on letter. Mr. MacDonnell asked if we had gotten school board approval to spend money on getting this project started. Mr. O'Malley stated that we had.

5. Status Report Concerning Architect

Letter presented that we would put in the papers for architects. Committee would meet after the deadline to look at submissions. We will put this out within a week if approved. Kaylah wondered if we should contact the public regarding starting this process. Maybe post on school site that we are looking to see what options we have. It is a concern that we need to get moving on an architect. Public Relations will meet next week. Letter was read and changes made.

Change the first paragraph to read planning of renovations or a new addition.

Second paragraph add "The" before Hinsdale Elementary School.

Third paragraph move to the bottom.

Fifth paragraph change (3) copies of submissions to (12)

Under Project Description again change to renovations or an addition.

The last two paragraphs should be one and move Fire Chiefs report of 2012 to the end of the first sentence.

Mr. Boggio will get the letter to Ann with corrections and have her put the letter in the paper. There was discussion on where to place the ads. Some thought Greenfield, others thought Springfield would be better if any. It was also mentioned we have to pay and this is a lengthy ad. We should stick with this area.

Mr. Fecto motioned to approve the letter with changes and get to it the papers. 2nded and approved.

6. HES Building Improvement Committee member comments.

Mr. O'Malley reached out to Congressman Abbott and wants to set a meeting time with him. Next meeting was discussed.

7. **Other.** None at this time

8. **Future Meeting Dates.** July 7th at 6:00

July 19th 6:00 will be site visit. Meeting will be the 20th to have discussions.

9. **Future Agenda Items.** Mr. Abbott, Molly Kelley Lucy Webber, Tara Sadd, Paul Birch, will be invited to next meeting. We will have the meeting in the SAU conference room if they accept. It was mentioned maybe the meeting should be in the Elementary School so that they could see what our issues are. Mr. O'Malley will notify the committee, the meeting place will depend on how many agree to attend.

10. **Adjourn.** Meeting adjourned at 8:06