

HES Building Improvement Committee Minutes

Date: June 9, 2016

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

1. **Call to Order.** Meeting called to order 6:02
2. **Approval of Minutes-May 24, 2016.** Add Tom O'Connor to Facilities . Item 5 s/b BIC sub committees. Motion made to accept minutes and approved.
3. **BIC Subcommittee Reports.** Mr. O'Malley started with facilities

Facilities. They met and decided to move forward with getting architect letters written up. Based on the fact that the Smith land swap seems to be feasible.

1st point – Land is an equal swap.

2nd point – NH State Building aide, it if feasible that will qualify us for up to 5,000 based on the check list. We should qualify for 100% for close to that.

3rd point – Bond rates, 2 year is currently at .7%, 10 year 2%. This is lower than the last bond. The costs of borrowing and the construction costs are low at this time.

4th point – There are no new contracts to approve this year.

James MacDonell went over photo of the land swap. The Blue area would go to HES and the Red to Mr. Smith. The cost to the school would be for the new survey and boundary adjustment. This would be around \$5,000.00. This is money that we already have allocated. Wayne wondered how we initially came to own the separate space that we would trade. It was stated that we acquired that when we acquired the land the newer athletic fields are on.

The committee felt it was important to move ahead on this, they have drafted letters.

Finance. No report at this time.

Public Relations - Mission Statement written---They reviewed education specs. Discussed C & S as a possible donation and some specifications for that. They came up with a list of goals to include getting correct information to the public in a positive way ie: mailings, posts on websites, a community forum to get public input. Aesthetics, they liked a stick building with brick front, avoid modular classrooms, and stress energy efficiency. Mr. O'Malley thought Tom O'Connor could come up with a list of vendors we deal with. Many are systems related. First Choice, Gov Connection, Johnson controls are some of the bigger companies. Tom will get list to the committee to contact for possible donations. Kaylah thought C&S has a program where they team up with United Way. They will sometimes match donations. Wayne said it is mysterious how it works. It is a private company. He will check into it. This is something you need to be invited to. They would like to send a letter to request consideration of this. They thought it would be good to include some information about town and programs we offer, free and reduced numbers, an overview of what we are trying to do. Mr. O'Malley said we need to use HES not HHS numbers. Mr. Boggio thought it was 48%. Mr. O'Malley suggested to have a letter from the district. Wayne suggested to point out this is something we need not want. Mr. Boggio said the land swap is a positive point to show community involvement. Wayne said we should get through the August board meeting before we can ask for money for the project.

Curriculum -- Sat down with 1st grade art and music. Some of the concerns that came up were, transition time, many disruptions, (gym classes going through, kitchen noise, limited supply space, floor wet, no white board, smart board, computer. Testing above effects classes. No sense of community with grade separated. This year 22 kindergarten students that were enrolled had no preschool.

A Fine Arts room would be nice. Kid friendly design for younger students, not a lot of electrical outlets. Speech challenges, trouble hearing with two teachers. Mr. Boggio suggested, rooms side by side with one smaller to work with smaller groups when needed. Talked about adding more preschool. We had 5 more this week looking for preschool. How does this impact teachers, ideally we could use four classrooms. Satellite room would be nice for nurse or guidance. The suggestion is an additional 6 to 8 rooms. Mr. O'Malley suggested 2 preschool, 3 Kindergarten and 2 1st grade. One room in existing space for speech nurse etc. Also looked at having preschool and kindergarten drop off being a separate space with maybe a small courtyard playground space.

4. **Review Of Original Report From Fire Chief.** This is the point of origin for the whole discussion. Annual inspection was done on November 7, 2012. A Bill was passed at that time to do inspections annually. For every 1st grade or younger, students would have to be on the 1st floor for class or specials or have dedicated egress for them to get outside from other floors. Exhibit A should be this report. We are currently in violation of regulations. This is why current discussion has started. Kaylah says it is concerning that the nurses office is a violation for these kids. Is this even a violation if they have an adult with them? Tom says this is a concern due to fire drills etc. Wayne says report reads no student 1st or under allowed on the 2nd floor. Committees agree nurse should have office 1st floor. The nurse can't be in two places at one time.
5. **Review of RFQ.** Mr. Boggio stated he found it as QSP Qualification Based Selection Process. Lots of information available on the process. He found an outline, forms for letters to architect etc. Mr. Boggio will send to members. The checklist is helpful. Once preliminary scope is developed, it is recommend to get 3 to 5 firms. An ad would go to Reformer and Sentinel. Peter Tennant, Lavallee Brensinger, Frank Marenas (sp), (Westmoreland and Keene projects) are some companies Wayne knows of or we have mentioned before. We should do letters to these and also put in paper for public bid. Shawn said he believes this is a law to put out to public for bid.

Tom showed how to navigate some of the NH DOE website nhdoe.gov. It is complicated but has lots of useful information. Go to education.nh.gov click on B in the subject index and then School Building Aid/School Facilities. Website stated that for selection of an architect there was no state requirement that a competitive selection process be used. Mr. O'Malley said we want to be transparent to the public. Mr. Fecto mentioned we should come up with a list of who we want to invite to bid. Mr. MacDonell has a list one is a local. Wayne will contact Marenas(sp), Dennis Mires in Manchester looked interesting to Tom. Mr. Lee knows of a firm in CT that has done some local projects, schools, he needs to look up who it is. Wayne knew of a couple companies who have done smaller projects.

We should pick three main architects and then put out to bid in Reformer, Sentinel and Union Leader, Wayne said we should ask the board Tuesday to have permission to move ahead before August. Motion was made seconded and approved. Wayne felt we should contact architects without having a final go ahead for the project to get things started. Mr. MacDonell wondered if we need permission to spend the money for ads. Committee needs to see the letter before we vote on it. Mr. MacDonell asked about letter contents. What concepts do we want to put in the letter? Rough concept for a building with 8 classrooms and dedicated driveway. Is it possible to put solar panels on

the roof? This would be a positive point for Public Relations and Finance. Mr. Boggio presented a form for how to do this letter. Mr. O'Malley will bring to school board.

6. **BIC Members Comments.** Mr. Boggio applauded committees for all their work.

Mr. MacDonell pointed out from working with the town we should email people individually do not reply to group email this is not legal. Email sent to group creates a forum. Can send an email, here is the agenda, let's meet, scheduling etc. This can be done with group but not decisions or discussions.

7. **Update on DIGSAFE.** Mr. Boggio called they do not do preliminary checks. They can come one week before a project. Can hire contractors on website. Tom has a diagram on how the electrical line goes. Not straight to building but on an angle. To hire a contractor would be \$1,000 to \$2,000. Mr. Lee said we shouldn't bother. We have rough plans.

8. **Other.** Mr. Boggio wondered if we should publish our minutes. Wayne said we do need to have them available, we do have to post the meetings. April mentioned it should be on the HES website, Mr. MacDonell suggested the school board website. Agreed to post meetings as we do for SAU meetings and post minutes on HES website with a link on the school board site.

Mr. O'Malley asked about meeting with the state, Mr. Boggio is waiting for a call from the Building Aide Coordinator for state of NH. State and Federal were mentioned. It was said it is best to have them come here to see what our needs are.

9. **Future Meeting Dates.** The 21st did not work for some. June 22nd will work 6:00 pm.

10. **Future Agenda Items.** Script to give to public so our message is consistent when given to public. Mr. Boggio said the Public Relations Committee Mission Statement is a good start. Mr. Leary said we are all going to get questions so we need to be putting out a consistent message. This is important to community opinion. Public Relations committee will bring to next meeting.

Mr. Boggio thought we should also have a draft of the letter to go out. Should we have a drawing from teachers? It was thought no we have ideas, let the architect come up with that. Maybe prioritize needs. Mr. Lee suggested not to meet too many times with architect to stay cost effective.

11. **Adjourn.** Motion made and 2nded to adjourn at 7:21.