

## HES Building Improvement Committee Minutes

**Date:** July 20, 2016

**Present:** Wayne Woolridge, Joe Boggio, Steve Fecto, Deb Carrier, Sean Leary, Tom O'Connor, Shawn Lee, Jim O'Malley, April Anderson, James McDonald, Kathy Bean

**Not Present:** Courtney Hodge, Kaylah Hemlow

1. **Call to order:** Mr. O'Malley called the Meeting to order at 6:00. He thanked everyone for attending two meetings back to back.
2. **Approval of Minutes:** Page 5 on Finance report. Should read QZAB not QZAP. This stands for Qualified Zone Academy Bond. There was discussion and it was decided when we have an abbreviation we will include the full wording the first time and use the initials from then on. Also in the same paragraph it should read Elementary School not High School. Approved as amended.
3. **Overview of Legislature Meeting:** Ms. Clark was asked about September 1<sup>st</sup>. Was it a hard deadline. She said we should meet it so that no one could come back and question it or fault us in the future. Drawings that need to be submitted will be preliminary. The time line is tight. Discussion on moving up a school board meeting to give the architects more time. We will try and get Holly to attend a special school board meetings. All board members will be invited but we at least need one more. Mr. O'Malley will talk to Holly Kennedy to try and get the additional meeting for school board on Aug. 3<sup>rd</sup>. This will be a non public meeting. April asked if we got any information about the tail. We have not received that yet.

Mr. Boggio drafted a summary on the background of where we were in the past, now and hopes for the future. If approved we will send to Congressman Abbott and Senator Kelly.

Comments:

Mr. Fecto liked the format thought it was well written.

Mr. O'Connor thought it was confusing between some paragraphs. Also didn't think that it was correct to say a change in code caused this issue. He thought it was more a change in the fire chief that triggered the issue. Code changes often but the issue had existed previously. The initial plans for the previous project changed over the course of the project. Mr. O'Connor was not sure if the plans stated that the first graders would be on the second floor.

In 2009 an issue was identified in the life safety code.

There was a change in law that mandated yearly inspections.

Take out the first sentence. Start off with the fire inspection in .....

It was asked was preschool coming in part of what created this issue.

End of 4<sup>th</sup> paragraph. Direct violation is strong language, maybe it should be changed. Decided to take out that sentence.

It was agreed to change the format to be a letter instead of a memo. Mr. O'Malley will sign.

Changes were approved.

4. **Review of "Script" Posting on Website:** The link on the hnhsd.org website was reviewed. Go to hnhsd.org, select Elementary School (school tab) and under the information tab select Building Improvement Committee there you will find the "script". Mr. MacDonell thought it should be in HTML format not PDF. This way people would not have to download the script. They might be less likely to read it if they have to have another step. It was also decided to title it Statement of Purpose.

**5. BIC Sub Committee Reports:**

**Facilities:** Mr. Putnam is working on this report. On July 29<sup>th</sup> at 2:15 there will be a school facilities committee meeting, then BIC facilities committee will meet directly after

**Public Relations:** Met last week. They came up with a generic letter and sent it to Sean Leary. He has put the letter into a useable format. April will bring it to the next meeting.

**Finance:** Mr. MacDonell put out the word to look for people who may make charitable donations. Tom had put out a list of people we work with.

**Curriculum:** Review of Education Specifications list. Page 3 top of page, asks for background around improvements planned in town. Mr. Boggio spoke to Jill Collins. There is a Fire Station update planned for around 4 million. Monument Road project for over 2 million for 2 phases. Were the numbers from Jill Collins. Mr. MacDonell said the fire station figures were “pulled out of a hat” and that Monument Road was 2.7 million for 1 phase. It was decided to go with the figures from Jill Collins. Mr. O’Malley wondered why we are including this information. Do we want to include this if it is not approved yet. Mr. Boggio stated the manual outlines that we should have some knowledge of what is going on in the town. There was discussion on whether to include this. We need to document where the information was from and that they may not be accurate numbers. It was decided to keep the information there since we are following a format.

Mr. Boggio asked for comments on section two. Mr. Fecto commented on traffic patterns.

6. **Building Improvement Committee Member Comments.:** Mr. Fecto didn’t get much from the architects. Mr. MacDonell said there was concerns about the timeline. Mr. Boggio felt there was not a lot of projects in the works for most. Mr. O’Malley wondered if we were too general. Mr. MacDonell and Mr. Lee thought we were ok. Mr. Boggio wondered if they have specific questions for someone is it ok to answer. It was thought it is too early to be able to answer specifics. Wayne thought that it will be the architect’s job once someone is hired to help us with questions and answers. He feels the August 2<sup>nd</sup> timeline is ok. The issue would be to have preliminary drawings. Mr. MacDonell said we need to narrow down who we would want to interview. Mr. Leary suggested meet the 3<sup>rd</sup> and move the school board meeting. Mr. O’Malley suggested he will let Holly know the plan then decide a date later. Mr. O’Connor thought it would not take too long to go through the packets and rank them. We would start with the 1<sup>st</sup> ranked company meet with them, go to the 2<sup>nd</sup> if needed. Mr. MacDonell thinks this would be a longer process. Wayne said typically people pick up packets go over and rank them. Then we would meet and compare. What makes it difficult is we do not have a formed plan. He suggested everyone get packets on the second then meet in a few days.

We need for September 1<sup>st</sup> square footage, approx. cost, slope, etc. Mr. MacDonell suggested that members get packets the 2<sup>nd</sup> talk about them the 4<sup>th</sup>, meet with the school board on Monday the 8<sup>th</sup>. This would be a separate meeting non pubic. That will give architects three weeks to come up with a proposal. Mr. O’Malley will talk to Holly Kennedy. Meetings will be at 6:00

7. **Other:** For future meetings we do not need both agenda items 6 and 7. We got a letter from Warren Street saying they would not be able to attend on the 19th.
8. **Future meeting Dates:** August 2nd, August 4th and August 8<sup>th</sup>.

9. **Future Agenda Items:** On the list from Tom are we going to get a timeline on contacting them for donations. Mr. Leary thought we should start trying to get some funding now. That could make what we are requesting a lesser amount. Mr. Boggio said there is a section on the application for donations etc. If we know going into town meeting that we are asking for less that will help. From a legal standpoint we need to be careful about asking for money commitments before approval. What if done as a 501C3? This would make the donation specific for the project for whenever done. Wayne will mention to the school lawyer to draw up wording. This will need school board approval. Mr. O'Connor wondered how this would be set up. Who audits, who is responsible. Mr. Woolridge said this is totally separate from school money. The school board can accept it as a donation. The only public meeting on a 501c3 would be when it is put into the school district when they accept it as a donation. There should be one business person to administer. Typically you do not want the majority be board members. Mr. Boggio mentioned Robin Toussaint as a business person. Mr. Boggio will ask her hypothetically if she would be interested. Once set up they remain in effect. Administration of 501C3 would send a letter saying we are soliciting donations.
10. **Adjourn:** Meeting adjourned at 7:11.