

Minutes of the Grounds Maintenance and Oversight Committee.

August 16th, 2018

Meeting started 10:06 AM in Central Office

Chair: Leigh Rankin, Director of Facilities

Present: Dr. Ruth Levy, Dr. Jennifer Clark, Dr. Kristina Martineau, Mike Barile, Kim Allen, Lauren Gister, Bill Burdick, Mario Gioco

Absent: Duane Gates, DG Fitton, Michelle Grow

Chairwoman Rankin opened the meeting with a brief history of the R4 buildings' construction and the policy under which this committee is meeting. The high school and middle school were both built in the 70s. They underwent significant renovation in the early 2000s. Policy 9132.1 was written in 1998 in anticipation of planning for a bond to the Towns for that renovation. The state does not require us to have this policy but it is good practice to have such a committee. However Ms. Rankin feels that the policy should include buildings and not just be directed towards grounds. Furthermore she would like to change the emphasis of the policy from directive of day to day management to a statement of higher-level purpose.

After some discussion the committee agreed

- The committee would encompass buildings and grounds
- The committee accepted the chair woman's statement of purpose (see attachment)
- Policy 9132.1 Should be changed to reflect the new purpose of this committee
- Semiannual meetings would be held, more frequently as necessary

Chair woman Rankin described that her approach would be to provide the committee at the beginning of the year with an assessment of the needs in the immediate year, as well as the prediction of the needs for the next 5 and 10 years. She would provide short-term and long range planning, rather than a year to year focus as previously described in policy 9132.1. Towards the end of the academic year a second committee meeting would be held to update the committee with particular attention to contracts going out to bid for work over the summer. The committee would report to the R4 board at the following meeting. Dr. Ruth Levy described the overarching categories of the work as being needing to address the physical needs, the safety needs, and the changing academic needs of the students.

Chairwoman Rankin has been in her current position for two weeks and has met with Kim Allen, R4 Business Manager, to review the time limits of the current bonds. She stated a goal of establishing funding for the immediate capital needs through the annual budget process, with the hope of delaying the need to ask for a bond from the towns until the current bonding is closer to ending.

The response from the committee was favorable, with an emphasis from the town representatives on requesting transparency to the towns. There was discussion about balancing how detailed the reports would be with not wanting to box ourselves in unnecessarily.

Some more detailed updates included the following –

All the security mechanisms are ageing out because of Microsoft 7 being retired.

We need to be cognizant of school construction loan availability and “where the state is” in funding to schools.

The driveway was a much needed project, completed over the summer on time and on budget. Five of the six catchment basins had been found to be collapsed and needed rebuilding.

The 10,000 gallon underground fuel oil tank at VRHS is being replaced with a 5,000 gallon above-ground tank. This work was necessary as an insurance requirement. The old tank was beyond its 30 year service life.

There is currently an issue with JW's air conditioning, which Ms. Rankin is working to rectify.

There being no further business the meeting was adjourned at 10:54 AM

Respectfully submitted,

Jennifer Clark MD

STATEMENT OF PURPOSE

- Building & Grounds Committee shall:
 - Review expenditures for building and grounds repairs, renovations, maintenance and capital equipment expenditures
 - Consider and recommend special programs and operating concepts for execution on a district-wide basis, as well as contribute to the development of a master plan for each school
 - Strategically define how to re-invest in our aging inventory and infrastructure.

RESPONSIBILITIES

- Review the maintenance of the school buildings and grounds (maintain good state of repair)
- Recommend to the board major items of repair, alterations or additions;
- Develop a 5-Year Maintenance and Improvement Plan – Prepare a statement of anticipated expenses

PROPOSED MEETING FREQUENCY/TIME

- Semi-annually
- 10:00 Tuesday before November R4 meeting (11/6)