

1 Joint Facilities Advisory Committee Meeting

2 Thursday, April 16th, 2020

3 Meeting Minutes

4 Attendees Via Webinar:

5 Administrative Team: Adam Steel- Superintendent and Michele Croteau- SAU #39 Business
6 Administrator

7 Committee Members: Amy Facey- Chair, SCSB Member, Pim Grondstra- SCSB Member,
8 Stephanie Grund- SCSB Member, Tom Gauthier- ASB Member, Shannon Gascoyne, Amherst
9 NH, Victoria Parisi Amherst NH, Brian Coogan Amherst NH, John Bowkett, Amherst NH and
10 Shannon Hargraves- SHS Student

11 Public: Lance Whitehead and Anne Ketterer- Lavallee Brensinger Architects, Manchester NH.

12 Meeting Minutes: Danae A. Marotta

13 I. Call to Order

14 **Chair of the Joint Facility Advisory Committee, Ms. Amy Facey, called the meeting to**
15 **order at 6:02PM.**

16 II. Approval of Minutes

17 Ms. Gascoyne noted a change on line 68.

18 **Ms. Victoria Parisi motioned to approve the minutes from March 26th, 2020, as amended.**
19 **Mr. Grondstra seconded. Motion passed unanimously.**

20 III. Subcommittee Update

21 Ms. Facey noted that they will begin with the Public Relations Subcommittee with Ms. Gruzdien
22 and Ms. Gascoyne.

23 Ms. Gascoyne commented that they submitted their update to the Amherst Citizen and thanked
24 the voters. Their submissions now appear in the "School" section of the e- newsletter.

25 Ms. Facey inquired what they have next on their schedule.

26 Ms. Gascoyne replied that they have not met as a subcommittee since the vote and a lot will
27 depend on how far they are and where they go with this meeting tonight.

28 Ms. Facey asked Mr. Grondstra if there was an update with Project Management.

29 Mr. Grondstra replied, no. He is still waiting on milestones and timing to be brought forward to
30 be tracked. At this point they do not have any.

31 Ms. Facey remarked that Superintendent Steel is attending this meeting as well as representatives
32 from Lavalee Brensinger Architects.

33 Mr. Lance Whitehead, Architect from Lavallee and Brensinger, displayed his screen and
34 explained that they have created a milestone schedule, as requested. They have the 5 distinct
35 areas of Existing Analysis, Programming and Visioning, Master Planning, Conceptual Design
36 and Marketing and Public Engagement.

37 They have mapped this out in the event that there will be a bond vote in 2021. They have gotten
38 a draft contract, with a fee structure, over to Superintendent Steel and he is reviewing that with
39 legal counsel. They have started drafting floor plans and gathered information from the Director
40 of Facilities. Their next step is to analyze the site, so that they know if the site is viable for
41 additions and if the building is viable for renovations. They will be doing a general assessment to
42 review the space use and current issues with school administration. After that, they will
43 document and report then review with the committee and finalize. This is when the Committee
44 will have the opportunity to tell the public that they have a high-level overview of each school.
45 This will then lead to Programming and Visioning.

46 He knows that the SAU has already been working on Strategic Planning and Educational Vision,
47 as well, as Population Analysis. From there, they will meet with administration and faculty to
48 find out their biggest issues and start looking at drafting space programming. In June, they will
49 draft several solutions from their findings in Programming, and then look at what is the most
50 cost-effective solution for Amherst.

51 In August, they will then launch to conceptual design. They may have to take steps backwards as
52 things may have changed. Mr. Whitehead emphasized that they want to get to the right solution
53 and will be listening to a lot of community feedback. After the conceptual design is completed,
54 they can then start on construction estimate. The Construction Estimator will start with the
55 average square foot of a school in NH and then in the conceptual design phase will dial in more
56 closely. There are a lot of decisions that will need to be made in the Conceptual Design phase.

57 Mr. Steel inquired who is the construction estimator they engage with.

58 Mr. Whitehead replied, Harvey Construction. They have had really good success with them, and
59 they have a pulse on the industry. They try to get you real time data and look at escalation factors
60 to help you make the best possible decisions.

61 Ms. Gascoyne asked if this document will be on their Slack channel.

62 Mr. Whitehead replied that he has sent this over to Mr. Steel.

63 Mr. Steel gave his approval for Mr. Whitehead to add it to the Slack channel.

64 Mr. Bowkett also recommended using Harvey Construction. They used them when they were
65 building Souhegan.

66 Mr. Whitehead clarified that this is just for the construction estimator. They will need to hire a
67 Construction Manager. Harvey Construction is only under contract with Lavallee Brensinger to
68 do the estimates upfront.

69 Mr. Gauthier asked about the ability to predict inflation rates over the next 6-18 months.

70 Mr. Whitehead replied that it is very hard with the current climate. Construction is deemed
71 essential and overall, it is still evolving. There are many crews that have moved to second shift
72 voluntarily.

73 Ms. Grund asked if Lavallee Brensinger has access to the On-site Insight reports.

74 Mr. Steel responded, yes, he had shared that with them a few weeks ago.

75 Mr. Whitehead noted that in two weeks, they will be sending out a survey to faculty. It is part of
76 the Programming. He knows that they are still working with remote learning and they want to
77 give them time to complete.

78 Ms. Facey inquired about the best ways to share information with the public during each phase.

79 Mr. Whitehead replied that they have had a lot of luck with Facebook.

80 Ms. Ketterer added that they have seen positive results by using a multi-faceted approach using
81 Zoom and FB.

82 Ms. Facey added that there are multiple FB pages in town to access.

83 Ms. Ketterer remarked that they will discuss strategy and although she does not manage the FB
84 pages herself, they will need to find someone to handle that.

85 Ms. Facey noted that they want to make sure that they get the best information out there that
86 people can understand.

87 Ms. Gascoyne asked Ms. Ketterer if she would be willing to attend one of their Public Relations
88 sub-committee meetings.

89 Ms. Ketterer replied, absolutely. She added that they work with the whole community and it is
90 not a one size fits all approach.

91 Mr. Whitehead noted that this is just an overview and he can simplify this document. The
92 community likes to be informed and when they get the most involvement is when they are
93 presenting solutions to the public.

94 Mr. Grondstra questioned if the Masterplan involves folding in Souhegan 2.0.

95 Mr. Whitehead replied yes; they will need to merge the two documents.

96 Mr. Grondstra mentioned that he was wondering how they can prioritize and then add a cost.

97 Mr. Whitehead added that the Souhegan 2.0 project has completed tasks 1-4. They do have the
98 floor plans and site plans drafted and their next step is to visit the site and do some site
99 verification.

100 Ms. Facey asked about further questions on Amherst.

101 Ms. Parisi asked about the plan for site visits.

- 102 Mr. Whitehead remarked that they will be going to all three primary schools and already have
103 good information on the high school.
- 104 Mr. Steel asked where the Birch Park property is located as it looks different on the tax records.
- 105 Ms. Gascoyne replied that it is located where the Pump Track is, and the property is larger than it
106 looks.
- 107 Ms. Facey added that Ms. Jeanne Ludt can add some additional information.
- 108 Ms. Ludt added that she was on the Amherst Space Needs Committee years ago. She believes
109 that it is 20 acres but only 10 buildable acres. In the end, it did not work out well.
- 110 Mr. Bowkett remarked that he was on that committee as well and it is not a viable site. It costs
111 too much with the environmental items that need to be addressed and there is not enough room.
112 25 years ago, Lavalee and Brensinger also did work for them. He noted that Mr. Barry
113 Brensinger would remember.
- 114 Mr. Whitehead replied that he will look into that.
- 115 Mr. Gauthier added that there is substantial land there, but he understands that it is not buildable.
- 116 Mr. Bowkett noted that there were issues with the means of egress.
- 117 Mr. Steel commented that he is aware that there was no way past that.
- 118 Mr. Whitehead shared his screen showing the Clark School adding that they have good data due
119 to the recent septic renovation.
- 120 Ms. Ludt questioned about expanding Wilkins.
- 121 Mr. Bowkett added that the school owns both the Upper and Lower fields. He noted that there
122 are some leach fields that they will have information on.
- 123 Ms. Facey asked Mr. Whitehead what information will they have for the committee at their next
124 meeting on May 21st.
- 125 Mr. Whitehead replied that they should have some faculty input back, the floor plans and site
126 plans with greater detail and then the existing conditions report that can be reviewed.
- 127 Ms. Facey asked if he could upload documents that are completed on to the Slack channel.
- 128 Mr. Whitehead replied, yes.
- 129 IV. Souhegan 2.0-Discussion
- 130 Ms. Facey mentioned that there are much larger projects in Souhegan 2.0 and questioned what
131 the best way was to prioritize and then fund it. She asked if Administration and Lavallee
132 Brensinger had gotten a chance to discuss.

133 Mr. Steel replied that they have everything that they need for the Souhegan 2.0 project and
134 Capital Maintenance side. Once they have the Amherst information, they will need to figure out
135 the how to sequence projects.

136 Ms. Facey remarked that it is a huge document with a large dollar amount and is concerned about
137 how they will sequence them. They have talked about HVAC and Science Labs. She asked how
138 to get a handle on developing a plan within a plan.

139 Mr. Whitehead replied that they have started working on what has risen to the top, such as the
140 Science Labs. He had met with the Science Department two days before school was disrupted.
141 He displayed his screen showing a conceptual design for Science Labs. He noted that he has
142 updates to these, and will be presenting them to the Science Department and this committee
143 shortly.

144 Ms. Gascoyne asked if this project was being looked at with using UFB.

145 Mr. Steel noted that he considers the Souhegan 2.0 project the major project. Things like the
146 Science labs, locker rooms updates, and HVAC in the Annex are needed sooner than later. They
147 are doing those things in the context of knowing what the long-term plan is.

148 Mr. Grondstra remarked that something that they want to get done in the next Souhegan meeting
149 is the UFB and prioritizing projects.

150 Ms. Hargraves commented that the faulty HVAC system makes it hard to learn. She can get
151 more student feedback if needed.

152 Ms. Gascoyne questioned if Amherst is working toward that same direction using the UFB.

153 Mr. Gauthier replied that they have talked about the Clark Septic Project but not the UFB.

154 Ms. Facey added that it is a Board driven conversation.

155 Ms. Grund asked about the detail that is encompassing Souhegan 2.0.

156 Mr. Steel commented that he tagged Ms. Grund so that she can view that document.

157 SAU #39 Business Administrator, Ms. Michele Croteau, remarked that in the Souhegan Trello
158 Board (May 11th, 2020) there is a list of prioritized projects.

159 Ms. Facey added that going through Souhegan 2.0 with this group is really valuable.

160 Mr. Steel added that he can meet with Ms. Facey and Mr. Grondstra about how they want to talk
161 about the smaller projects at the SCSB meeting in May. Mr. Whitehead can walk them through
162 the greater Souhegan 2.0 projects.

163 Ms. Facey noted that the last topic was the UFB. She requested Ms. Croteau to provide the
164 committee with an explanation about how it works.

165 Ms. Croteau explained that each year the budget is set, and the school district has authorization
166 to spend up to the appropriation. Each year there is a variance between the budgeted amount and

167 the appropriation. The appropriation is the ceiling and they cannot exceed that budget and hope
168 not to spend to that budget. The difference between the expected actual expenditures and the
169 approved appropriation that difference becomes part of the Unexpended Fund Balance. There is
170 room to utilize those dollars and the Board can decide to use some funds as long as they are
171 within the overall purpose of the district. She finalized her comments by adding that they can
172 spend up to the appropriations.

173 Ms. Facey clarified that it is a board decision whether they want to utilize those funds at all.

174 Mr. Gauthier added that they have had the discussions around their Clark Septic project.

175 Ms. Croteau clarified that with Souhegan they are expecting a larger amount and a fair amount of
176 that is with revenues that are exceeding the budget. There is a large amount that comes into play
177 that they cannot use.

178 Ms. Parisi asked for a prioritized list of projects for ASD. She then encouraged the ASB to
179 discuss if they have it.

180 Mr. Gauthier added that he will look into that and speak with ASB Chair, Ms. Elizabeth Kuzsma.

181 Ms. Facey remarked that it is important that these issues get talked about because these were
182 projects that were not approved by the voters. For the SCSB they are asking for the information
183 now so that they can make an informed decision and get public input.

184 Ms. Ludt mentioned that she has always been confused by the UFB. In her time with the school
185 board there were years where it was used for projects and then some years where it was returned
186 to the taxpayer. She then asked Ms. Croteau for more guidance.

187 Ms. Croteau explained that there are some restrictions and that you cannot exceed your budgeted
188 appropriations. There is an additional restriction if the approved budget did not have a dollar
189 amount listed in that particular line. As long as there is an expenditure listed in that line item you
190 can assign additional funds to that code. She noted that if there was nothing listed, it is important
191 to keep the public informed. It is a board decision and each board will have a different
192 philosophy and different situations.

193 Ms. Parisi commented that with both the Souhegan and Amherst boards running their meetings
194 at the same time it is hard to comment. She then encouraged them to think about that for future
195 meetings.

196 Ms. Facey remarked that they have heard similar feedback.

197 Ms. Gascoyne thanked Mr. Whitehead for their information. She then asked if they can provide
198 them basic information for the public.

199 Ms. Ketterer noted as long as Superintendent Steel is comfortable then they can create a graphic
200 for the public to understand.

201 Ms. Facey agreed with sharing information with the public. She added that Mr. Whitehead and
202 Ms. Ketterer will also be attending their next meeting on Thursday May 21st, 2020.

203 The committee thanked Mr. Whitehead and Ms. Ketterer.

204 Ms. Facey noted that her email is afacey@sprise.com

205 V. Meeting Adjourned

206 **Ms. Gascoyne motioned to adjourn the meeting at 7:15PM. Mr. Grondstra seconded the**
207 **motion. The vote was unanimous. Motion passed.**

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