

1 SAU #39 Facilities Committee Meeting

2 Tuesday, January 7th 2020

3 Meeting Minutes

4 Attendees:

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, David
8 Chen- SCSB Member, Ellen Grudzien- ASB Member, Tom Gauthier- ASB Member, Brian
9 Coogan- JFC Chair (previous), Shannon Gascoyne- JFC Member (previous), Christine Grayson,
10 ASD Ways and Means Member, Amherst NH, Victoria Parisi, ASD Ways and Means Member,
11 Amherst NH, and Kristen Patenaude, Amherst NH, Jeanne Ludt, SAFC Member/ SCSB Member
12 (previous) Amherst NH.

13 Public: John D'Angelo- Amherst NH Board of Selectmen, and John Bowkett, Amherst NH.

14 SHS Student Videographer- Shannon Hargraves

15 Meeting Minutes: Danae A. Marotta

16 I. Call to Order

17 **Superintendent, Mr. Adam Steel, called the meeting to order at 6:02PM.**

18 II. Discussion regarding development of a long-range facilities plan for ASD and SCSD.

19 Superintendent Steel noted that this is the SAU Facilities Committee. The SAU Board formed
20 this committee a few weeks ago for the purpose of coordinating facilities efforts between the
21 Amherst and Souhegan Cooperative School Districts. This also affects the Town of Mont Vernon
22 as well.

23 The purpose of tonight's meeting is to organize their efforts.

24 He then noted that this meeting falls under RSA 91: A. They posted this meeting, it is recorded
25 and there are minutes that are being taken. Normally, there is an organizational component and a
26 Chair is nominated and elected.

27 He then asked the members to introduce themselves.

28 Mr. Steel discussed that there are long term facility needs, for both Amherst and Souhegan that
29 they need to figure out over time. Additionally, there needs to be a maintenance plan for their
30 facilities. The SCSD had a plan about 13-14 years ago and that plan has finished and almost all
31 projects were completed with the exception of some paving around the parking lots at Souhegan.

32 He then asked for any questions about the purpose of this committee and explained the process
33 of selecting a Chair for the Committee.

34 **Ms. Ellen Grudzien nominated Ms. Amy Facey for Chair. There were no other**
35 **nominations or volunteers. The vote was unanimous, no oppositions.**

36 Chair of the SAU #39 Facilities Committee, Ms. Amy Facey, added that she would first like to
37 discuss about what is proposed on the ballots for this year, getting information to the public. She
38 sees that as phase one and then they know what they have moving forward. Phase two will be
39 after everything passes.

40 They had a very successful Joint Facilities Meeting on Tuesday, Dec 5th. She does not have a set
41 agenda and then asked for thoughts.

42 Mr. Grondstra noted that he was interested in being a part of the committee and understands that
43 there are components of Project Management that will be needed to make this successful. He
44 then asked if Superintendent Steel's presentation at the Dec 5th meeting was primarily around
45 AMS.

46 Mr. Steel, replied yes. All schools were completed, he just chose AMS for an example.

47 Mr. Grondstra asked what are the project phases, per school, per year with costs. Also, the split
48 as well as the totals. To get a thorough understanding of the expenditures so that they can plan it
49 out. He wants to maintain an even tax rate on a yearly basis and knows that there will be huge
50 expenditures. He would also like to know the rules and laws that govern that as well.

51 Ms. Parisi asked if that was the intent of the ASD warrant article.

52 Mr. Steel replied, yes, that is year one.

53 Ms. Facey added that she knows that SAU #39 Business Administrator, Ms. Michele Croteau,
54 has created a 20-year plan. The SCSB and the ASB will show the 5-year plans and that will show
55 the leveling out of the tax impact.

56 Mr. Grondstra asked if that was for maintenance.

57 Ms. Facey replied, yes.

58 Mr. Grondstra added that he was looking for capital projects.

59 Mr. Chen asked what is the difference between Maintenance and Capital Projects. In business
60 there is a distinction.

61 Mr. Steel replied that from an accounting perspective, no. He has used the term capital
62 maintenance for something more than \$10,000.

63 Mr. Chen added that there are multiple drinking fountains at Souhegan, all in one wing, that need
64 to be replaced. They haven't been fixed for quite a while. He then asked if that fell under the
65 Capital Budget or Maintenance Budget.

66 Mr. Steel added that he would call that Routine Maintenance. He added that they should
67 absolutely be fixed and in working order.

- 68 Mr. Chen added that they should have a definition of Routine Maintenance, Capital Maintenance
69 and Capital Improvement.
- 70 Ms. Gascoyne inquired about revisiting the Capital Needs Assessment.
- 71 Ms. Facey replied, yes.
- 72 Mr. Steel discussed that first they should define of Routine Maintenance, Capital Maintenance
73 and Capital Improvement. Second, the Capital Needs Assessments should be reviewed how they
74 work and what was included. Third, how they took those CAN's and came up with a 20-year
75 funding plan. They need to come up with a new plan or ratify that was developed. The Souhegan
76 2.0 documents would be the 4th thing. The 5th item would be the historical knowledge, compiled
77 by the Joint Facilities Committee, that has remarkable information.
- 78 The last topic would be funding mechanisms in NH, as it will influence how they make
79 decisions. He reviewed some of this information at the Dec 5th meeting but it would be important
80 to do that for this committee.
- 81 Mr. John Bowkett, Amherst NH, asked if there was a separate account for Buildings and
82 Grounds and is it a line item.
- 83 Mr. Steel replied, yes.
- 84 Mr. Bowkett remarked that the committee would be responsible for what goes in the line items.
- 85 Ms. Facey added that she would prefer a Slack Channel, to disseminate information to the
86 committee.
- 87 Ms. Grudzien asked to get into the definition component.
- 88 Ms. Facey replied Routine Maintenance, Capital Maintenance and Capital Improvements. She
89 added that the easiest way for her to distinguish is how are these funded.
- 90 Mr. Chen added that they need to think about the bonding period.
- 91 Ms. Facey added that it does not have to be a bond.
- 92 Mr. Chen replied that maybe a number is the right thing to do.
- 93 Mr. Steel then gave a real world example.
- 94 Ms. Ludt asked where is the Turf Field replacement.
- 95 Mr. Steel replied that it should be a Capital Maintenance item. It should be part of a Capital
96 Maintenance Plan.
- 97 Mr. Chen asked if there was a 4th category such as new construction.
- 98 Ms. Facey replied that the categories are Routine Maintenance, Capital Maintenance, Capital
99 Improvement/New Construction.

- 100 Mr. Chen added that there should be 4 classes and not three. A new building is something
101 completely different.
- 102 Ms. Facey remarked that they do not know that they need a new building at this time.
- 103 Mr. Grondstra added that they can keep it in one grouping.
- 104 Mr. Chen mentioned that there is a distinction in the Business/Accounting industry.
- 105 Ms. Facey asked how about major improvements and new construction.
- 106 Mr. Gauthier then reviewed the 4 categories of 1. Routine Maintenance, 2. Capital Maintenance,
107 3. Major Improvements and 4. New Construction.
- 108 Mr. Coogan asked about the purpose of the nomenclature.
- 109 Ms. Facey added that they all wanted to get on the same page. For both districts they have
110 warrant articles for continuing maintenance needs. Souhegan has the Souhegan 2.0 in place but
111 they have not talked about starting any of those projects. In short, they are just trying to sort it
112 out.
- 113 She is hoping that they have an action plan for phase one and there are a lot of still unknowns.
114 There is definitely some education on what they are trying to do and the tax impact.
- 115 Ms. Ludt asked for a timeline are they thinking the March election or beyond.
- 116 Ms. Facey replied both. The Boards will be doing presentations, Public Hearings and
117 Deliberative Sessions. It only goes so far and to be transparent as possible is to their benefit.
118 Tonight, they will also get information from Superintendent Steel.
- 119 Ms. Parisi suggested that they formulate their purpose into a sentence.
- 120 Ms. Facey asked for thoughts from the previous Joint Facilities Committee Members.
- 121 Ms. Grudzien added that Mr. Coogan mentioned a good tag line at the last meeting.
- 122 Mr. Coogan emphasized that the students and faculty are doing too good of a job and can you
123 imagine how much better they could be with a more adequate learning environment. He then
124 gave the example of having a house, leaving untouched, it degrades. That is a problem.
- 125 Ms. Gascoyne commented on why it is good to see the historical information.
- 126 Ms. Facey remarked when she was on the Amherst School Board they were not able to make
127 investments the way they had wanted.
- 128 Ms. Ludt added that with building the Annex their accreditation was at stake. She then suggested
129 that they focus on the urgency of the situation. It is also important for the tax payers to
130 understand that they are working together.

131 Mr. Coogan noted that it is about providing adequate services as space requirements have
132 evolved. Not everything is the same and it needs to be conveyed. They have been kicking the can
133 down the road and if not, the cost will be much greater.

134 Mr. Steel then gave an example from a different school district.

135 Ms. Gascoyne asked if there is anything in the Capital Needs Assessment that would be a good
136 illustration of that example.

137 Mr. Steel responded, for him it is walking through Wilkins School. When you add up the
138 particular maintenance things in the school.

139 Ms. Patenaude suggested that they have a video.

140 Ms. Facey added that Ms. Shannon Hargraves, SHS Student Videographer, is a part of the
141 committee and will be making a video.

142 Mr. Grondstra gave an example of a tag line showing that the physical needs need to align with
143 the education purpose.

144 Mr. Chen added that he is thinking about efficiency. He then noted that a while ago he had
145 brought up adding air conditioning.

146 Ms. Parisi then gave an example of the heating in AMS.

147 Mr. Chen remarked commented on balance and productivity gain.

148 Ms. Facey remarked that they need to be clear with the message so that taxpayers understand
149 what is on the ballot and why it is there. The two districts are working together and that is great.
150 There are also more long term goals.

151 Ms. Ludt commented on the document that she has showing the cost of the portables. That is a
152 powerful argument.

153 Mr. Bowkett commented that enrollment is going up.

154 Mr. Coogan added that they haven't lost housing and the likelihood it will go up has risen. You
155 have to factor in that the educational and space requirements have increased.

156 Ms. Gascoyne mentioned that Ms. Ludt has specific data. That is what she was looking for in the
157 Capital Needs Assessment.

158 Ms. Facey added that they need to have these documents sent quickly and to have a training
159 session from Superintendent Steel.

160 Mr. Steel noted that they should see the Slack invite and he has uploaded all of the information
161 that he has.

162 Ms. Gascoyne remarked that SAU #39 Director of Operations/Special Projects, Mr. Porter
163 Dodge had a document showing the historical voting.

164 Ms. Grudzien suggested that they get together for the tag line.

165 Ms. Facey added that Ms. Hargraves will also have a first draft. She then suggested that they
166 meet quickly.

167 Mr. Bowkett remarked that the committee makes the recommendation to the School Board. Then
168 the School Board decides, He then added that it is a State and Government requirement.

169 Discussion ensued over meeting days/times.

170 Ms. Facey remarked that she would like to meet again next Thursday at 6PM.

171 Mr. Steel reminded the Committee that they cannot use School District funds in any way to
172 compel people to vote in a certain way.

173 Ms. Ludt noted that she just wants to show people the needs of the schools.

174 Ms. Grudzien added that she will meet with the Communications sub-committee for a few
175 minutes after this meeting.

176 III. Meeting Adjourned

177 **Ms. Amy Facey adjourned the meeting at 7:15PM.**

178 The Committee will meet again on Thursday, January 16th 6:00PM at the SAU/Brick School

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