

FACILITIES COMMITTEE MINUTES  
SEPTEMBER 8, 2016

Attendance: Lisa Rosenthal, Mark Fleischhauer, Sheldon Tieder, Garrett Hamlin (Tetra Tech), Kristin Bouffard (Tetra Tech)

Joe shared a recent Daily Freeman article regarding the upcoming project. The article contained a few factual inaccuracies, but overall provided good publicity about the potential referendum.

Joe has drafted a press release/web page article and a letter to Board identified community members seeking community participation in the community facilities taskforce. In addition, Joe has drafted a charge for the taskforce. Joe has shared these documents with both the Facilities and Communications committees. A suggestion was made to share the documents with the remaining 2 BOE members. The press release is expected to go out in the next couple of days.

The committee members present, along with Garrett and Kristin, set a slate of dates for project related meetings. These dates are:

September 20, 7:30PM – First Community Facilities Taskforce (CFT) meeting – Discussion of Executive Summary and scope of project.

September 26, 7:30PM – Second CFT meeting – Tour of facilities and viewing of key project areas.

October 4, 7:30PM – Targeted final meeting of CFT. Discussion of items, questions and answers. Gathering of CFT input to be presented to the BOE.

October 5, 2PM – BOE Facilities Committee meets, discussion of CFT input, preparation of full BOE presentation.

October 5, 7:30PM – Facilities Committee / CFT presentation at special BOE meeting.

October 11, 7:30PM – Regular BOE meeting – Anticipated approval of project to be voted on December 6.

The committee reviewed items from the list. It was agreed that Sheldon would meet with Garrett and Kristin to prepare an executive summary document for the CFT and discuss items to potentially be viewed on the 9/26 tour. Garrett discussed that a meeting had been held with Larry Anthony, Food Service Director, to discuss needs for the 3 cafeterias. Garrett stated that the budget for cafeteria items may need to be higher than the \$200,000 called out in the Building Conditions Survey estimate. It was agreed that firmer numbers are needed prior to the first CFT meeting.

Next steps:

Collect names of CFT volunteers

Draft executive summary to be prepared and shared with Facilities committee members.

Facilities committee to provide input on the draft executive summary at or before 9/20 Facilities committee meeting.

Next meeting: 9/20 at 1PM

Respectfully submitted,

Mark Fleischhauer