

**Operations Committee Meeting  
Minutes**

Monday, November 28, 2016  
5:00 – 6:15 P.M.  
Elm Street School

Members Present: **Aaron Ouellette**, Steve Holbrook, Mary Martin, Norm Davis

Members Absent: Annette Hemond

Other BODs Present:

Administrators Present: John Hawley, Tina Meserve, Tom Kelly

Staff Members Present:

**Item 1: Strategic Plan Discussion (SP. E.1.a) Tina Meserve**

(D.1.a) Annual System-Wide Review – John Hawley and Karen Hill are currently working on the data entry of all the VFA files that were extracted from the State’s asset management program that was discontinued several years ago. Once completed, the database will provide quick access to all of the infrastructure within the district, installation dates, projected life expectancy and projected replacement costs. This database will then be maintained in-house and used for the CIP budget development and to put together the five and ten-year Capital Improvement Plans.

Elementary school renovations/replacement considerations will continue over the next several years, as the State has reopened funding opportunities for school construction. Applications will be made for both Minot and Elm Street and submitted in April 2017.

(D.1.b) There was discussion surrounding the community outreach that will be required for gathering support for the middle school construction project. There were several suggestions made for improving relations with the towns, such as moving School Board meetings around to the different communities, opening our buildings more for public functions and joint meetings with elected officials.

The middle school construction committee will continue planning and working with the architects. Tina said that a couple of people had contacted her to make sure we were considering green initiatives, such as solar with the new construction. Although everyone thought it was a good idea to be ecologically conscious, the overall cost of the project needed to be considered, as well as the potential payback on any such add-ons. The architect is already aware that we want to consider options for energy conservation.

There was a quick review of the discussions from last month surrounding the Transportation and Food Service with no changes to the proposed plans. John informed the committee that we would be sharing our Food Service Director with Gray-New Gloucester for the rest of this school year.

**Item 2: CIP Project Proposal (SP. D.1.a) John Hawley**

John brought in a capital projects consultant firm to look at the potential replacement of the lights in both the high school and middle school. The company had proposed providing the feasibility study, design and bidding, and construction administration for a fee of \$8,200 for a project that could cost between \$35,000 and \$55,000. Without the feasibility study, the expected payback could return \$8,000 to \$10,000 annually in energy savings by going to LED lighting fixtures. The committee opted not to take advantage of the consultant's services and suggested asking the architect for the middle school construction to look at the project or take on the project without the assistance of a consultant.

**Item 3: Bus Garage Bay Next Steps (SP: D.2.a, D.4) Aaron Ouellette**

The committee discussed the importance of having a strong relationship with the Town. Mary and Jack agreed to attend the next selectman’s meeting and offer to meet to discuss the garage bay issue. The expectation will be that

we will discuss ownership, or a long-standing MOU, and come to a mutually agreed upon amount for daily operations. Concerns were raised about the amount of money being spent on the bay and the importance of that investment securing access to the bay for the long term. If we cannot come to an agreement for a long-term MOU, or determine ownership rights, the committee feels it makes sense to research options for a new location to service our buses.

**Adjourned: 6:15 pm**