

1 Joint Facilities Advisory Committee Meeting

2 Thursday, June 2nd, 2022

3 Meeting Minutes- Approved 08 09 2022

4 Attendees:

5 Administrative Team: Steven Chamberlin- Interim Superintendent, Amy Facey- SAU #39
6 Business Administrator, and Roger Preston- SAU #39 Director of Facilities

7 Committee Members: Shannon Gascoyne-JFAC Chair, Amherst NH, Victoria Parisi- ASB
8 Member, John Bowkett, Amherst NH, Pim Grondstra SCSB Member, Jeanne Ludt, Amherst
9 NH, John D'Angelo- Amherst Selectmen Representative, Tom Gauthier- ASB Chair, Dan
10 Veilleux- SCSB member, Lisa Eastland, Amherst NH, Jake Macedo, Amherst NH.

11 Meeting Minutes: Danae A. Marotta

12 Public: None

13 I. Call to Order

14 **Chair of the Joint Facilities Advisory Committee, Ms. Shannon Gascoyne, called the**
15 **meeting to order at 5:03PM.**

16 II. Discussion

17 Ms. Gascoyne noted that the purpose of this meeting is a gathering of getting back together,
18 welcoming new members and reorganizing so that they can move forward.

19 **Mr. John Bowkett motioned for approval of the 03 24 2022 Minutes.**

20 Ms. Parisi noted the change in the minutes from the "Mont Vernon Tuition Subcommittee" to the
21 "Mont Vernon Middle School Study Committee".

22 **Mr. Bowkett noted that the motion is with amended minutes.**

23 **Mr. Veilleux seconded the motion. The vote was unanimous, motion passed.**

24 II. Discussion

25 Ms. Gascoyne noted that she has spoken at the individual board meetings for a renewed charter.
26 The school boards will work with the JFAC along with the individual Building and Grounds
27 Committees. The Building and Grounds Committees will work with the SAU Facilities Director,
28 Mr. Roger Preston, and the SAU administration in terms of facility planning and bond issues.
29 This meeting is so that they can formalize the individual B and G committees and then come
30 back as a larger group for discussion.

31 She asked if this was clear.

32 The committee agreed.

33 She noted that the individual Building and Grounds committees will include 5-7 people.

- 34 Mr. Bowkett asked if the MV representative is here.
- 35 Ms. Facey noted that Ms. Sarah Lawrence may be here tonight, if not, she will catch up with Ms.
36 Gascoyne.
- 37 Ms. Gascoyne commented that one challenge they were finding previously was that there were
38 many communication channels. She would like to decide what the norms will be regarding the
39 committee. She sent out a Google Drive to see the work that has been done and they can store
40 things. She is looking for feedback and understands that they use Trello but some of the
41 community members are not able to access.
- 42 Mr. D'Angelo noted that he did not receive the email.
- 43 Ms. Gascoyne noted that they are comfortable with the google drive. She inquired about using
44 the Slack channel and if there is value.
- 45 Ms. Ludt commented that she appreciated the information from Ms. Gascoyne and prefers email.
- 46 Mr. Macedo inquired about the collaboration.
- 47 Ms. Parisi added that Slack was used by Ms. Gascoyne for updates and a lot of that work was
48 done in person.
- 49 Ms. Gascoyne noted that the group as a whole did not use the Slack as much. She noted that
50 tonight, they should establish leader for each of the Building and Grounds subcommittees. She
51 suggested that they keep the existing slack channel. If it is an instance where someone is late for
52 a meeting then use slack, meeting agendas/presentations will go through email. She just printed
53 out two historical documents, if you have been on the committee, these are not new. One is a
54 summary completed in 2021 and it is a good high-level overview. The second, is in 2019
55 Superintendent Steel held a facilities summit and this is from that meeting. The only thing is that
56 she did not print the full Capital Needs Assessment. It walks through what they started and what
57 they are trying to achieve.
- 58 Ms. Ludt asked where they are starting from.
- 59 Mr. D'Angelo commented that was his question as well.
- 60 Ms. Gascoyne added that the ASB has met, and their plan is focusing on the elementary level.
- 61 Mr. Gauthier clarified that it will be their focus now, is on the elementary level. They have not
62 determined the exact plans.
- 63 Mr. D'Angelo questioned the funding.
- 64 Mr. Gauthier commented that he does not have details.
- 65 SAU #39 Business Administrator, Ms. Amy Facey, remarked that if the bond passes, for the
66 new elementary school, then the funds set aside to do maintenance projects could be moved over
67 for the new school.

68 Mr. Coogan asked if it was possible to use the plan that was presented by the architects to be
69 redesigned.

70 SAU #39 Director of Facilities, Mr. Roger Preston, replied that he does not have an answer for
71 that right now.

72 Mr. Gauthier noted that they were not actually blueprints and would need more work.

73 Mr. Coogan remarked that he was thinking of the feedback that they have heard from the
74 community about breaking it apart.

75 Ms. Gascoyne noted that they have some direction but need more work with the Buildings and
76 Grounds Committee. They will do the individual work and come back to this group. They would
77 need to lay all that out.

78 Mr. Veilleux remarked that there is a lot of space that is just space. Having a structure at that
79 capacity weighs on the cost per pupil, it is \$11 just for heating.

80 Mr. Bowkett asked what if there was one school board.

81 Mr. Veilleux commented that this is an organizational meeting, and they can have much longer
82 discussions about it.

83 Mr. Bowkett mentioned that he would like to have discussions at the board meetings.

84 Ms. Parisi explained the structure of JFAC.

85 Mr. Bowkett questioned why they are doing separate committees; they have to redefine their
86 recommendations.

87 Ms. Gascoyne explained that it is not different it is just clearly defined what they were already
88 doing.

89 Ms. Ludt commented it would be helpful to have a mission and have a set date. She suggested
90 that they look into using the Annex and whether it will meet program needs.

91 Mr. Preston added that it is the existing conditions, will help determine the future outlook. He
92 needs guidance with the individual committees. He does not know what is in the CNA, is what
93 they want to do as a committee. They need to plan for this to encumber contractors. This plan
94 was developed years ago.

95 Mr. Bowkett inquired where the money is coming from.

96 Mr. Gauthier noted that they need to have this as a topic.

97 Mr. Preston added that he has added it in the SAU as well as the individual board updates.

98 Mr. Bowkett asked about the upcoming CNA projects.

99 Mr. Preston replied, for Clark, roof access next year and then Wilkins needs crack fill and
100 sealcoating for \$48k.

- 101 Ms. Facey noted that they do bring that to the board and need to revisit that information.
- 102 Ms. Ludt added that it is confusing to people the reason why they are not using the funds for the
103 facilities.
- 104 Ms. Facey added that she agrees that it is a messaging issue, and it was presented at the
105 deliberative sessions.
- 106 Mr. D'Angelo mentioned that it is more formal, if it does not work, they can do something else.
- 107 Mr. Macedo added they should charter the groups with a goal.
- 108 Ms. Gascoyne added that the charter was sent out with the email that was the invitation for this
109 meeting.
- 110 Mr. Macedo asked if they wanted to define problem statements.
- 111 Ms. Gascoyne noted that tonight they are just organizing. She would like to nominate Mr.
112 Coogan as Chair.
- 113 Mr. Coogan noted that he would be willing to serve.
- 114 Ms. Parisi reviewed the charter:
- 115 *For the SAU 39 Board to reauthorize the Joint Facilities Advisory Committee and request they:*
- 116 • *Provide recommendations on the prioritization of projects, changes to the scope of major*
117 *capital improvement projects, and long-range facilities plans of the Amherst School Board, Mont*
118 *Vernon School Board, and Souhegan Cooperative School Board*
- 119 • *Provide a medium for the dissemination of facilities information, reports and materials to the*
120 *community relative to SAU39 and its long-range facilities plans*
- 121 • *Collaborate with the SAU 39 Director of Facilities to support and provide consultation and*
122 *guidance to the SAU 39 Board and individual boards on matters relating to minor and major*
123 *capital improvement projects. Perform other review and recommendation functions as directed*
124 *by the Boards*
- 125 Mr. Veilleux inquired about how they deal with conflicts
- 126 Ms. Gascoyne added that JFAC is what reports to the boards. They are organizing into
127 subcommittees.
- 128 Ms. Ludt asked if there will be at least a board rep member on each of the subcommittees.
- 129 Ms. Gascoyne replied yes.
- 130 Ms. Ludt mentioned that it is naturally happening. It would be their responsibility to relay that to
131 the board.
- 132 Ms. Gascoyne commented that it comes through this committee. It is vital that they do
133 something, and they need to have clear lines.

134 Ms. Parisi commented that they believe in the process, and it was presented at the SAU meeting.
 135 The reason why they are here is because they have taken the time and the new board members
 136 are in support.

137 Ms. Gascoyne remarked that she would expect the important piece is that MV would be required
 138 to be part of this meeting. Ms. Lawrence added that they are in a good position with the MVVS.
 139 Mr. Preston will check in with that committee as needed. They would then be required to be
 140 apart of this meeting. In the Souhegan district they did have a space utilization completed a few
 141 years ago and then the science labs. They have additional discussion at a later date in with this
 142 group.

143 Interim Superintendent, Mr. Steven Chamberlin, added that space revitalization is more
 144 program driven. The 8-period day frees up more rooms. Updating the space utilitarian by
 145 program is the space study. The space utilization on program, on a fully scheduled school is
 146 80%. It is not 100%. 60% is not an efficient use of tax dollars. He would give the Data Analyst a
 147 specific charge to come up with that information.

148 Ms. Ludt asked about Mont Vernon and if they have decided what to do about the 7th and 8th
 149 grades.

150 Mr. Coogan replied that they have questions, and they all want to be thoughtful as possible.

151 Ms. Gascoyne suggested that they should pol the room for the subcommittees. They can then ask
 152 the community for what they need.

153 Ms. Gascoyne went through the subcommittee appointments.

154 Amherst:

155 Shannon Gascoyne - Lead

156 John D'Angelo - BOS Liaison

157 Victoria Parisi - ASB Board Rep

158 Tom Gauthier - ASB Board Rep

159 John Bowkett

160 Jake Macedo

161 Dan Black

162 Need 1 additional member/alternate

163 Souhegan:

164 Lisa Eastland - Lead

165 John D'Angelo - BOS Liaison

166 Pim Grondstra - SCSB MV Rep

167 Dan Veilleux - SCSB Amherst Rep
168 John Glover - SCSB Amherst Rep
169 Jeanne Ludt
170 Need 2 additional members (1 alternate)
171 Mont Vernon:
172 Sarah Lawrence - MVSD (as a possible Lead)
173 Brian Coogan - Amherst Resident - serving as bridge
174 (2-3 additional members needed)
175 Ms. Facey will reach out to Ms. Anne Dodd from the MV community from the Mont Vernon
176 Middle School Study Committee. She will also reach out to Ms. Lawrence.
177 Mr. Gauthier noted that they have switched to Thursday board meetings.
178 Ms. Ludt added that it will be crucial for Mr. Preston to give them information on the CNA.
179 Mr. Coogan inquired if their goal is something for next March's ballot.
180 Ms. Gascoyne responded that the goal is that they have immediate needs in their district, and it
181 will require money.
182 Mr. Coogan commented that on September 1st they should be having subcommittee meetings
183 every month.
184 Mr. Preston added that they should be looking at the CNA to make sure they are putting funds
185 for the middle school.
186 Ms. Ludt mentioned it would be wise to meet with the Selectmen, they used to do that with the
187 SAU board.
188 Mr. D'Angelo added that is what the CIP is for.
189 Ms. Ludt commented that it is not very helpful and sporadic. It is helpful to have everyone in the
190 same room.
191 Ms. Facey suggested that they figure out the meeting calendar going forward. Thursday is now
192 the official SAU board meeting night for all boards.
193 Ms. Eastland inquired where the facilities reports are located.
194 Mr. Preston replied that he will put his folder in the JFAC Google Drive.
195 III. Meeting Adjourned
196 **Ms. Gascoyne adjourned the meeting at 6:16PM**