

# **Joint Facilities Committee**

## **Meeting Agenda**

October 22, 2018

4:30 – 5:45

Purpose of Meeting: To discuss current and future needs of the town of Amherst, NH public education facility needs.

Meeting Facilitator: Brian Coogan

Invitees: Meg Beauchamp, Terri Behm, Bethany Bernasconi, Laura Caisse, Robert Carson, Kim Casey, Paige Castell, David Chen, Steve Coughlin, Porter Dodge, Delaney Facques, Marybeth Fiengo, Nicola Fraley, Shannon Gascoyne, Tom Gauthier, Stephanie Grund, Mike Hanson, Deborah Hinrichs, Kathy Johnson, Christine Landwehrle, Danae Marotta, Nancy Panasiti, Dwayne Purvis, Rob Scully, Adam Steel, Galen Tremblay, Kathy White

### I. Open issues

- a) We need to form a sub-committees to focus on the following initiatives:
  - a. Comprehensive history of the town's current educational facilities
    - i. Legacy facility maintenance expenditures
      - 1. Key replacements/upgrades per facility
      - 2. Costs associated with work performed
      - 3. Expected life span of work completed
      - 4. Date work was completed
    - ii. Major facility construction/expansion initiatives completed
      - 1. Site and scope of work
      - 2. Square footage added
      - 3. New functionality added to the facility
        - a. Such as technology, gymnasium, dedicated special services facilities
        - b. Note if any added functionally was required by law
      - 4. Time period work was completed
      - 5. Connect with Sally Jenkins or other board members to understand legacy building projects to understand prior logistical building challenges with the school facility sites, including Birch Park.

- iii. Major facility initiatives voted upon by the town or included in the Amherst, NH “Master Plan”
      - 1. What was approved vs. voted against
      - 2. Note when initiatives were agreed upon
      - 3. Note which initiatives were complete and when
      - 4. Note which initiatives were repurposed and why
      - 5. Note which initiatives were never enacted and why
  - b. We need to perform a comprehensive population analysis including but not limited to:
    - i. Southern New Hampshire census data vs. national data
      - 1. Note, last census data is now 8 years stale
    - ii. Projected building initiatives within the town of Amherst, NH
      - 1. Coordination with the town of Amherst, NH zoning board
      - 2. Understand how SAU 39 facility initiatives link to the broader town of Amherst, NH MYP
        - a. Building permitting
        - b. Zoning issues/changes
        - c. Other major tax dollar initiatives such as fire and police expenditures
- b) We need to have an understanding of what space we need
  - a. In addition to the population numbers, we need to better understand the federal and state requirements for space allocation
  - b. Based upon special services provided, what space has been allocated to accommodate the minimum requirements
    - i. What’s the % of space required for SS vs. total space available
    - ii. Based upon advancements and new guidance in education, what are the recommend class sizes and space requirements by law
    - iii. Based upon our current facilities, space allocations for special services and projected enrollment growth, what is the anticipated space required for now and into the future
    - iv. What’s the differential (%) between current state space allotment and future state needs
      - 1. This valuation should be the basis upon which we evaluate what additional space is required
- c) We need to assess current facility infrastructure and their “life expectancy”, before we consider any building efforts

- a. How do we determine the current state of our facilities
  - i. Which facility are candidates for renovation/expansion
  - ii. Are there current facilities that are beyond the state of repair and require demolition and new construction
  - iii. For viable physical structures, what are the current infrastructure concerns that require attention
    - 1. Roads
    - 2. Roofs
    - 3. Electrical
    - 4. HVAC
    - 5. Traffic flow (interior student flow and exterior transportations concerns)
    - 6. Space for special services
    - 7. Appropriate classroom spaces
    - 8. Adequate facility and administration space
  - iv. In the event a redesign or new structure is built, new designs should include plans for future phases of development, so “new” structure(s) are scalable for future needs as the arise
  - v. Spaces should also be consider for broader community usage
- d) Communication and Marketing Plan
  - a. We need to flush out what needs to be communicated to the community
    - i. Frequency of communication
    - ii. Level of detail contained within the communication
    - iii. Cadence or sequencing of information
    - iv. Area to warehouse information, so community member can easily access information or engage with members of the committee
  - b. We need to be coordinate and each committee member armed with consistent talking points associated with each of the phases of our work
- e) Warrant Article
  - a. I’m not as clear what the needs here are, but I believe we need a separate sub-committee to focus on this effort
  - b. Warrant sub-committee needs to be in lock-step with the communications sub-committee, so what’s put on the article is consistent with the communication and marketing plan(s)
  - c. We need to back into a timeline for the warrant article not only for 2018, but also for any other warrant articles we believe we many need before all our concerns are completed
    - i. I respect this may be a decade or two effort, but we need to think 20 years out if we’re to execute correctly against this plan