

Members in Attendance: M. Archer, P. Buehner, C. Carter, E. Ellis, L. Erhardt, M. Fergusson, B. Fournier, B. Gallandt, M. Higgins, L. Kenney, H. Kennie, G. Martin, B. McGill, T. Perry, R. Ruhlin, L. Tuffley, L. White, G. Wingard, and Alan Kuniholm (PDT Architects)

Introductions

Ground Rules/Norms

- Assume to positive intentions
- Take time to listen...allow others to complete thoughts
- No firehosing....open to all ideas
- Communicate information that has been agreed upon by committee
- Focus on information sharing rather than personal gossip
- Represent community lens/view as committee member
- Share information with public (website)
- Be respectful
- Everyone participates
- Expect to compromise
- Review information distributed to committee

Other Feedback

- We can circle back if we want to add to this list. Will revisit the rules at future meetings
- If you miss a meeting - please try to catch up on your own time, to avoid moving backward at each meeting. Agendas will be available to make sure we get to.

Overview of study & Charge of committee

Board Charge: from strategic planning - clearly need to prioritize the facilities and space issues that have continued to tax each of the buildings. Need to have a master plan so we are moving forward as part of a long-term plan.

Charge to facilities committee:

1. Update of enrollment forecast for next 5 years - information will be back for review and analysis by this group. Hearing from this group will be important. Will enter the data into a program to "view" specific areas - points of interest and will flush out some big issues. (NESDAC is doing enrollment study) Not the same company that did the last enrollment study. Asa seems to be popping at the seams and we need to actually be planning for future increases in enrollment trends.

2. Open ended needs assessment. What does the district need - anything goes - need a comprehensive list - will pare down later. Input from as many stakeholders as possible - this committee will work as a funnel to bring all the feedback and brainstorming list back to the committee. No judging of ideas - make a complete list of ideas - all on the table. Collecting the feedback and examining data and gathering reactions from all - and again, funneling everything back to this group. It would be unfortunate not to consider any and all ideas. Cast a big net to collect every idea.

3. Prioritization of information gathered and work with bits and pieces of the information as it is gathered and as it is relevant to our decision making process. Staff, faculty and STUDENT feedback, as well as community citizens and other stakeholders. Board takes final decision making responsibility - but will take into account the recommendations of this committee. The goal will be to capture all different opinions. Maybe allowing people to spend points (a way of voting to prioritize a larger list) to set top priorities - but the board has final say. Each meeting may have a different approach, depending on the tasks of the committee on that night.

4. Later in the process - when we set some priorities and start assigning some costs - the board will have more than enough information to take into consideration for action. When money starts being spent - the board will make final decisions. Not just physical plant things - but educationally fundamental choices and programs.

5. This committee is going to be integral in the interfacing of this information getting and receiving information from as many people as possible to be reached. May need to correct misconceptions - building consensus community wide - starting with this committee

Work to Date

What has already been done since hiring PDT.

Enrollment Study - Started in November - (PDT doesn't do this) NESDEC did an on site visit in November. Information is due back to us by January 2018. Predicting tuition is the hardest part of this study, we are approaching 50% tuition enrollment - they also gathered data from our sending districts. The last study did not accurately predict enrollment - the community expanded greatly over what was predicted by that study. Committee members are encouraged to attend the board meeting when this is reviewed.

PDT - ground work (Alan and Brent)

A schedule was shared - whatever time it takes - it will be worth it.

PDT did a study 17 years ago...but Alan did not work on it. We are at a different place in time from that study.

Building additions were 1956 - Asa - 1961, 1972, and then later walls were added to the open plan designs.

OHS - 1938 - many additions added along the way - with different vendors and types of construction.

Traffic and site routines were analyzed. A List of consultants are used by PDT to help detail the inspections. They were here taking photos, collecting utility bills, viewing crawl spaces, etc during Thanksgiving break. The RACE (Riot Athletic Complex Endeavor) drawings, other facilities studies maps, carpentry plans - gathering all the baseline information. Brent spent a lot of time and effort collecting all this from various vendors.

Space Needs program - all data will be entered and compared to DOE guidelines to see what we have and what are the biggest areas of concerns spacewise. Utility bill snapshot - energy use intensity will be assessed.

Reports are being written and an assessment will be given to the RSU - including the quality of our current structures.

Next: Space Needs (waiting on enrollment)

Then - feedback and input will start being gathered.

Staff and faculty (and students) will be the first groups interviewed regarding the Educational Program Space Assessment. These interviews will take place in January.

Sequence of interview Groups will be determined - likely a two day process Lyndonn Keck is Alan's partner and will be seen more during this phase.

Examples of Groups: Kitchen, custodial, HS teachers, PE Teachers, Music Staff, Library staff, student groups, special education. Admin Team will work on organizing this - not full faculty teams - subs may be asked to come in to cover staff to attend these interviews. Group numbers shouldn't be larger than a classroom sized group. - smaller groups will be more productive in terms of sharing and being productive. All the notes will be in the study, appendices will have all the previous information gathered. Each faculty or committee member who wants to participate will have plenty of (and multiple) opportunities to participate. Examples of questions for each group: How are things working? What are your needs, what are you missing? What would you like to be able to offer.

Brainstorming Sessions - with each group (this committee, the board, the teachers/students, community - then online survey)

How are we going to pace all this information gathering, info sharing etc... still mapping out what is needed - starting big and working down to smaller groups. Offering many ways and opportunities - spaghetti dinner, pre-board meeting, online chat group, offer a wide variety of touchpoints for people to have a chance to hear and offer their ideas. Open process - we want every opinion to be heard and documented.

Will there be a consideration of starting brand new vs. trying to fix so many issues? Not out of the scope of possibilities, but not currently our end game goal. That conversation will be had later down the road.

The reports we get out of PDT will be useful in applying for funding down the road.

Tentative committee work will be planned when there are things to work on - and not too many meetings to be a burden on committee members. More likely to go into a two year project - it will be through the end of this school year just to gather all the information and start prioritizing wants...much work to be done before the long process of moving forward with large scale facility upgrades/additions.

This committee will have a lot of discussion back and forth - not as much of just listening - like tonight's meeting.

Next meeting of this committee tentatively late January - review feedback from contractor consultants and NASDEC's information.

Funding Options - Bonds, state funding for renovations or new schools, and straight bond funding are all options that will be discussed down the road - when more appropriate.

Feedback / Reactions from tonight's meeting:

(Leo) - needs and wants will have to be differentiated eventually. This will be worked out in the prioritization process.

Ex. Roof is a need, where as we are thinking blue skies will be very open ended.

Immediate needs will be assessed and addressed before the end of this entire project.

Categories of issues will emerge - may need to be taken care of as they come up.

(Cami) - will be gathering big picture items - but day to day safety needs will be addressed as needed.

(Brian) - Categories of needs will develop - in the end there will be a list and will be paid for in order of need/and feasibility. One Category will not have higher precedence over any other.

Buildings maintenance - Board is working on ongoing capital improvement for current needs

(Heath) - New Building Funds - the wait time for state dollars is years. The cycle has slowed to approximately every four years.

Revolving Renovation - especially student safety issues and ADA - money moves a little more quickly.

HVAC renovation in the past using State Revolving Renovation Fund - did we hit our limit of renovation dollars available? *Meredith will look into this. (ANSWER: The maximum loan amount is \$1,000,000 per priority per building over any 5 year period. We are past the 5 year period which would allow us to make application for this fund.*

The prioritization process is also a slow process.)

Alan - Orono is not likely to qualify for new building construction funds from state - more like Renovation or funded locally - this is the reality.

Final Thoughts:

Work (interviews and gathering information) will be going on within the building - but nothing is expected of the committee at this point. It will be important for us all to start listening.

We are setting up a Public Website to post documents for public review and update. Team committee Google Group will be established. We are the conduit to the community - please be ready to talk next meeting (TBD).

Tuesdays seem to be a good night for everyone.