

High School Facilities Committee Meeting July 13, 2009

Attendees: Eleanor Burton, Sean Minuti, Rob Hardy, Hal Lynde (arrived 8PM), Brenda Hobbs, Brian Carton, Daryle Hillsgrove, Rob Hardy, Kim Hillson

Absent: Linda Koehler, Chris Marion, Bob Sherman

1. Sean opened meeting at 7:15
 - a) Kim Hillson was introduced to the committee.
 - b) Minutes for 6/22 were approved with minor edits.
 - c) Handout: Marinace 4/07 Capacity calculation
2. Discussion on 4/07 Capacity calculations provided by Marinace
 - a) Marinace provided the document at our request.
 - b) Calculation of the capacity on 4/07 took into account the changes due to the Life Safety changes. This involved taking out three classrooms and some room restructure to provide emergency exits.
 - c) Eleanor stated Dr. Bass has a meeting with Marinace on Wednesday if there are additional questions.
 - d) Sean stated the slide in question from the presentation should be updated with the calculation based on the 4/07 information.
 - i) Slide 5 to be updated to:
 - (1) 647 Students in High School as of 6/09
 - (2) Classroom space for 528 @ 80% capacity from Marinace numbers.
 - e) Daryle requested a brief recap of the concern for Kim to understand the issue more clearly.
 - f) Daryle stated that the "Utilization" factor needs to be explained to people.
 - i) Utilization impacts include:
 - (1) At 100% it is difficult to move students around the facility in halls.
 - (2) Reduces flexibility of curriculum because there is no space to add classes.
 - (3) The facility can't absorb year-to-year fluctuations for highs and lows.
 - g) Discussion on terms used in reports.
 - h) Eleanor stated the capacity listed in previous reports stated capacity as "sufficient for" indicating that not all students were in a science lab at the same time.
 - i) Kim asked who requested changes to the presentation.
 - i) Eleanor explained we had questions from the PSB and we want to make sure data is accurate when given to residents.
 - j) Discussion on SWOT analysis in presentation.
 - i) The committee came to a consensus that the SWOT will be left as is as the presentation was showing how the committee reached it's decision and this was the SWOT analysis used.
3. Discussion of Fact list to be prepared.
 - a) Sean stated "Why the need should be defined"
 - i) Factors -
 - (1) Education capacity
 - ii) # classrooms undersized

- (1) Rob provided statements from the Team Design report
- (2) 16 of 18 general classrooms undersized.
- (3) Lack of windows in classrooms. (Windows part of egress if there aren't two exits.)
- (4) Rob provided an additional list of facts from the Team Design report.
- b) Brian asked if there is a state deficiency list for state approval decision on conditional approval.
 - i) Eleanor stated there was not a report with details. There is a letter stating the vote was 3 to 2 to issue a conditional approval.
 - ii) Dr. Mohr stated there was a conditional approval until January 2010.
 - iii) Dr. Mohr stated there is still an egress issue from the home economic area.
 - iv) Dr. Mohr clarified that the science labs meet the old standard but not the new standard of 1440.
 - (1) Daryle asked if there were requirements for middle school or Junior High level for science labs.
 - (2) Dr. Mohr wasn't sure.
- c) Rob stated the gyms and locker rooms were noted as deficiencies.
 - i) Dr. Mohr stated the new bleachers were ADA compliant, and the drinking fountains and handicap rails are scheduled for correction.
 - ii) Science and Family and Consumer science classrooms lack handicap workstations for students.
- d) Rob stated the phone systems were in adequate.
 - i) The warrant article for the phone system was voted down in March.
- e) It was asked if HVAC upgrades were planned for the High School.
 - i) Daryle stated according to the PSB information, the Memorial school was considered a higher priority and HVAC system repairs are planned for the school.
 - ii) Dr. Mohr stated that the Memorial School HVAC is so old, we can no longer get parts for the motors so it needed new motors. Maintenance recommended that as a higher priority
- f) Site Issue Facts were discussed.
 - i) Parking
 - ii) Design size of septic and recommendation by Marinace to use existing system and add another system.
 - iii) Wetlands impacts.
- g) Discussion on Educational Support Needs
 - i) Teacher space
 - ii) Teachers like the common space for coordinating programs.
 - iii) Space for teachers limited to a desk and file cabinet.
 - (1) State standard is 64 square feet per teacher for planning space.
 - (a) Sean cited 321 as the Education Specification.
- h) Discussion on the Kitchen Facilities
 - i) Dr. Mohr stated the kitchen is undersized and limits what can be served, stored, and held for serving over 4 lunch periods at 28 minutes each.
 - ii) Daryle added the kitchen has a serving counter and warming oven only, it is not a full kitchen.

- iii) Standard is that students should have 10 minutes to eat.
 - (1) Dr. Mohr stated the time the students get to actually eat varies based on how long the line is and how long it takes them to get to the cafeteria.
 - (2) Sean asked about opportunities for other food service such as holding food in a warming truck outside.
 - (a) Dr. Mohr explained that the kitchen is so small, trying to move around to move food would be difficult.
- 4. Hal arrived at 8PM
- 5. NEAC discussion
 - a) Dr. Mohr stated the NEAC report stated lack of full and appropriate science labs.
 - b) NEAC and State Approval need to be explained
 - i) What are the impacts of each
 - (1) 3 of 5 science labs under the 1440 require, one is grossly undersized at only 985 Square feet.
- 6. Community questions:
 - a) Sean asked Kim to identify questions she had.
 - i) Kim asked if it was possible to make the presentation file downloadable or printable as she had trouble printing it out.
 - b) Daryle asked about getting the email up and going for questions to be sent directly to committee members similar to the PSB email. No replies would go out from the committee until a reply is discussed as a committee.
 - i) Dr. Mohr suggested putting together an FAQ that could be emailed back to people with a message that the residents question would be discussed in the committee.
 - ii) Daryle stated a more user friendly website may be easier for residents to find information to answer some of their questions.
 - (1) The website is operated by the IT person at the high school. Some changes are being made.
 - (2) Dr. Mohr indicated the IT person may be able to help but we would need someone to help with putting it together as resources are limited.
 - (3) Daryle stated there is a person with ACES that has been working on their website and she can see if the person may be able to help.
 - (4) Dr. Mohr stated that we could probably link the committee site to ACES.
- 7. Facility Constraints
 - a) Facility directly limits the schools ability to address needs in specialized courses such as science.
 - b) The high school is developing a biotechnology pathway but it is difficult due to facility constraints.
 - i) Hal asked how we can communicate the lack of the ability to improve science ect.
 - c) Daryle stated the high school is rated and must develop a plan to address deficiencies. If the school can't add classes, they can't implement a plan.
 - d) Question to Dr. Mohr on block scheduling
 - i) Dr. Mohr stated block scheduling had some advantages
 - (1) Twice as many students can take the course since it is offered twice in the year.

- (2) With the longer time, it is easier to teach an entire lesson in one session.
- (3) The building limits flexibility in scheduling for any type of scheduling
- 8. Hall suggested we develop bullets with sub headings for fact sheets.
- 9. Old Home Day discussion
 - a) Hal asked what we would want in the Old Home Day program guide.
 - b) Daryle stated we need to identify handouts for Old Home day to hand out at a table.
 - c) Discussion about what could be put in the Old Home Day program to encourage people to visit the committee's table.
 - d) We need a hook or slogan to attract people's attention.
 - e) Hal is to arrange a table at Old Home Day.
 - f) Daryle to work on a one page possibly tri fold handout.
 - g) Daryle stated we should develop a budget for things we may need money for to give to the PSB.
 - i) Sean stated we need copying paper and printing services.
- 10. Discussion on how to address people without children in schools or children already going through High School.
 - a) Brian stated we need to identify what's important to people in those situations.
 - b) Hal suggested identifying the return on investment of the taxes paid.
 - i) Daryle stated a local realtor had some information on home values.
 - ii) Hal stated some people seem to believe if their home value goes up, their taxes will automatically go up and that isn't the correct relationship.
 - (1) Hal stated information on how tax rate is set should be explained.
 - iii) Eleanor asked the current valuation of the town.
 - (1) Hal stated it was around 1,700 million dollars.
 - iv) Brian stated something about "investing" may be a good tag line for the Old Home Day ad.
 - v) Hal stated a comparison of cost in taxes over the life of the bond may be good.
 - c) Eleanor stated the NEAC and state approvals are important factors. If state approval is lost, so is state funding.
- 11. Eleanor stated we are doing what we can to address concerns but the current facility construction limits what can be done.
 - a) Eleanor asked how we could present the state approval impact.
 - b) Hal stated we need to explain concerns and the ramifications of things like losing state approval.
 - i) Sean asked how much the town receives in state funding.
 - (1) Eleanor stated it is about 3 million dollars.
 - ii) Daryle asked for clarification, the current budget is 24 million.
 - (1) Eleanor clarified the budget is 24 million and the state provides 3 million of that with the residents paying the remaining 21 million.
 - (2) Eleanor stated there are some other sources of funding but she did not have all the information handy. We are receiving some revenue from impact fees for the elementary school but that will end next year.
 - c) Sean asked if impact fees were collected for a high school.
 - i) Eleanor stated they were not.

- ii) Hal provided a brief review of how impact fees are set. There is a process to establish impact fees that must occur before an impact fee can be assessed.
12. Discussion on how to address and reach people who are undecided
 - a) Daryle stated we need to identify the factors most important to them.
 - b) She recommended starting with general information sheets and getting more specific based on the questions generated.
 - c) Kim asked about groups in town that we should address.
 - d) Hall stated people need to know they can vote by absentee ballot and there are also rides available for people who need them.
 - e) We have to identify the factors that make a difference.
 - f) We need to identify on the handout the positives and negatives of the school such as we do have 80% going on to secondary education.
 13. Other items discussed:
 - a) Windham High has an open house on 9/12, also our Old Home Day. Eleanor reminded the committee if we wanted to tour any newer schools, Dr. Bass can make arrangements. Other school visit possibilities are Kingston, Bow and Bedford.
 14. Action Item:
 - a) Pull together a fact sheet.
 - b) Next meeting Monday 7/20 at 7PM at PHS
 15. Adjourned at 9:15

Respectfully submitted,
Daryle Hillsgrove