

Operations Committee

Minutes

June 1, 2021

5:00 - 6:00pm

Meeting Video - <https://vimeo.com/558174515>

Members: Doug Dunlap, Jeff Harris (chaired the meeting), Cherieann Harrison, Gloria McGraw (welcomed as the newest member of the committee)

Absent: Lisa Laflin

Other Board Members Present: Kirk Doyle, Jesse Sillanpaa

Staff Present: Monique Poulin, Laura Columbia, Bill Greenlaw, Lisa Sinclair

1. Results of IB Controls Study of CCHS HVAC (Bill Greenlaw)
 - a. It was a favorable report with the school receiving the proper amount of air exchange as measured by cubic feet per minute. However, we will need to address some concerns with energy usage. The plan will be to do some calibrations per our planned maintenance agreement. Bill and IB controls will be sharing the results with the CCHS staff and other interested parties in the coming weeks. In late June, IB Controls hopes to begin the adjustments. This concern came out of the CRF Safety Committee, and Bill will invite members of this committee to the presentation when scheduled.
2. Update on Adult Ed parking and Foster Tech building project (Bill Greenlaw)
 - a. Foster Tech has received grant money for a 30x60 building. Given the proximity to wetlands, the DEP has been involved. Bill will need to file for a Tier I permit, and we will be in compliance with DEP expectations. Bill will go to the Planning Board after we receive the DEP permit. The grant money requires that the work starts by 7/1. In addition, we have identified additional spaces to accommodate Adult Education parking. This can be phased in over time within the limits of the budget for a total of 14 additional spaces.
3. Update on Academy Hill School projects (Bill Greenlaw)
 - a. Bill is meeting with the contractor tomorrow to review designs and costs related to ADA accessibility at AHS. The plan is also to complete the archway outside of the school. This will be funded with FY21 and FY22 funds. The ramp was scheduled to be completed this school year. The ADA accommodation was addressed by the bus drop off change for this school year.
4. Adult Ed Building completion

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- a. Ventilation was just completed and gable ends will be tied in this week. The skirting will be completed by the modular install company. Inside is complete other than whiteboards.
- 5. CRF Safety Committee meeting
 - a. Ventilation has been a priority discussion, as well as cleaning efforts related to sanitizing and disinfecting.
- 6. Next agenda items
 - a. Facilities Use by outside organizations (review policies regarding use)
 - i. Potential adjustments to procedures in the fall
 - ii. Building Projects (Policy FB) Review Procedures
 - b. CRF Safety Committee Update
 - c. Central Office Location
 - d. Adult Ed Building update
 - e. School Visits
 - f. Strategic Plan