

## OPERATIONS COMMITTEE MEETING

### MINUTES

Date: September 26, 2023  
5:00 p.m. - 6:00 p.m.

ELM STREET SCHOOL CONFERENCE ROOM

Members Present: Angela Swenson, Patrick Irish, Steve Holbrook, Randy Lutz, Jessica Smith

Members Absent:

Other Board Members Present:

Administrators Present: Amy Hediger, John Hawley, Todd Sanders, Stewart Mason

Staff Members Present:

**Amy called the meeting to order at 5:00 PM**

1. Elect a Chair - Angela Swenson nominated and Steve Holbrook seconded for Jessica Smith to be the Chair. Unanimous and Jess Smith led the meeting.
2. Revolving Renovation - Request for Qualifications Review - John provided an overview of the three firms, Siemens, EMC and EEI that he received RFQs from. John reviewed the next steps for an interview with each applicant. Todd Sanders will set up interviews with all three firms for Friday. Jessica Smith, and/or Mary Martin will join the interviews. John did inform the committee that it is preferred to have an air quality report to help provide additional supportive evidence for the Revolving Renovation Fund. Discussion occurred with support to move forward with air quality testing due to the timeline (Revolving Renovation Fund due Oct 31<sup>st</sup> and the next School Board meeting is October 16<sup>th</sup>).
3. History of Grade 6 Placement - Mary Martin and John Hawley reviewed the one-pager. Spoke about their involvement in all the school changes - how the community responded and survived. Discussed the Middle School options for sixth graders. John talked about deterrents to building an addition to the new BWMS addition.
4. Futures Floor Plans - Amy Hediger and John Hawley shared floor plans for the 2 school options, including renovations needed.
5. Adult Ed Placement - Amy Hediger and John Hawley shared options for Adult Education placement, should RSU 16 go with the 2 school option. Ideas currently include a modular to be placed on Elm Street School grounds (pending further environmental review) or move into the current Central Office.

6. Door Card Reader Server - Our security and cameras system is experiencing server issues. We have paid for preventative maintenance; however, reports cannot be provided from the vendor. There is consideration to change vendors, however this comes with a significant cost. IT Director Linda Chaisson is working on quotes.
7. Water Damage / Mold Issue - PCS - John Hawley reported on water damage that resulted in brown mold in a FLS classroom. It was due to a clothes washer that abuts a wall with the kitchen's refrigerator and freezer. With our summer, condensation formed which resulted in brown mold. Insurance claim has been started.
8. Floor Drain Back Ups - MCS - John Hawley reported on 2 floor drain back-ups in the MCS kitchen. The lines have been snaked and a camera sent through the line. It was discovered that wipes have been flushed and the septic filled before its pump date. The lines are cast iron so they rot from the inside out, this creates burrs and things get hung up on them.
9. Propane Issue - PCS - 2 smells of propane (not while students were present) in the kitchen. John Hawley reported that Poland Fire Department responded twice and their gas readers detected no gas. Our new calibrated detectors did not go off either time. John discussed that when air goes through the loans it can snuff out the pilot light and before it re-ignites a propane smell can be detected. Note propane does not have a smell and an additive is added.
10. Minivan Bids - Stewart Mason presented the bids for a minivan. The committee was informed that since we have not had to use charter buses this fall, we would have money for a first year payment. Patrick Irish made the motion, Steve Holbrook seconded to bring the 2024 Chrysler Pacifica from MacDonald Motors to the full Board. Jessica Smith abstained as she was remote and did not have access to the bids.
11. School Bus Conditions - Stewart Mason reported on the bus fleet. Due to Stewart's connections and staff, they were able to get 12 of the 13 buses taken out of service, ready for the first day of school. John Hawley formally complemented Stewart's effort.
12. Electric Bus Grant - John Hawley presented that schools have the opportunity to have a free electric bus. Discussion included costs to charge, infrastructure to charge, cost differences, training needed, mileage on a charge, and battery life including warranty. Patrick Irish made the motion with a seconded from Randy Lautz to bring the Electric Bus Grant to the full Board for more discussion. Unanimous.
13. Snow Plowing Contract Comparison 2022-23 - John Hawley shared information on snow plow bids from 22-23, as requested at the previous Board meeting.

Community Forum Information was shared by Amy Hediger. October 19, 8:00 - 9:30AM and 6:00 - 7:30PM.  
Location: TBA

**Adjournment: 6:20 PM** on a motion by Steve Holbrook, seconded by Patrick Irish. Unanimous.