

Minutes -RSU13 – Facilities and Transportation Meeting
Tuesday, July 5th, 2011 – 5:30PM – McLain Building

Committee	Committee or Visitors	Committee or Visitors
<input checked="" type="checkbox"/> Gregory Hamlin, Chair	<input checked="" type="checkbox"/> Eric Schenk	<input type="checkbox"/> Todd Johnson
<input checked="" type="checkbox"/> George Emery	<input checked="" type="checkbox"/> Judith Lucarelli	<input type="checkbox"/>
<input checked="" type="checkbox"/> Bill Pearce	<input checked="" type="checkbox"/> Scott Vaitones	<input type="checkbox"/>
<input type="checkbox"/> Josiah Wilson	<input checked="" type="checkbox"/> Scott Hall	<input type="checkbox"/>
Time IN: 5:30 pm	Time OUT: 7:15 pm	
Discussion		Results / Follow Up
Administrative: Any Changes to the Agenda?		None
New Business: <ul style="list-style-type: none"> Review Role of F&T Defined and Review the Goals for next year. Todd Martin – Wants to discuss installing a Greenhouse in his school. 		<p>The majority of our meeting was devoted to going over the Committees Roles, Responsibilities, and Goals for the next year. While drafted we did not approved to send to the board as yet. Both Drafts were sent to the committee to review.</p> <p>NNTR (Nothing New to Report) as Todd was on vacation and as such not present.</p>
Old Business: <ul style="list-style-type: none"> Review of summer projects Facility Plan – Get agreement on how we want to proceed. The new Science Labs Oil Contract 		<p>Going mostly as planned without any major revisions noted.</p> <p>Lively discussion which concluded in Judy will lead building the Facility Plan with the help of her staff, this committee, and outside consultants as needed.</p> <p>Old labs have been torn out, new sections ordered and if all goes according to plan they should be ready for September.</p> <p>Locked in at \$3.19 per gallon.</p>
Other:		If we have an August meeting Scott Vaitones may not attend as he is planning on vacation time during those first two weeks in August.
Comments, Questions, Concerns, Problems, or Praise		

RSU13 Facilities and Transportation (F&T) Committee Roles:

Role

The F&T Committee's role is to oversee the Facilities and Transportation planning business of RSU13, herein referred to as RSU, and review and make recommendations to the Board about the F&T affairs and policies of the RSU.

From the **Facilities side** of things we are responsible for monitoring the RSU capital and Maintenance projects, buildings, custodial, and equipment. We make recommendations as to alternatives and are charged with the detailed review expected by the board. Once a course of action has been agreed some of our projects would then go to the Finance Committee for its review and recommendation as to how to finance said projects. We report to the board those items being worked, or to be worked.

Less formally we also review ongoing maintenance projects. We also suggest/review certain assumptions during the budget process, review unplanned expenditures, goal setting, review service and contract work, build trust with the board and public, look into areas where we can add value and undertake other tasks as directed by the board as a whole.

From the **Transportation side** we are responsible for monitoring the use of our transportation side of the house. We will be responsible for recommending policy, bus stops, walking zones, new buses, new equipment, and the like. This includes the responsibility for overseeing/monitoring the TransFinder (Bus Routing and Maintenance Software) implementation.

Membership

The membership of the Committee consists of board members, all of whom are to be free of any relationship that, in the opinion of the Board, would interfere with his or her exercise of independent judgment. The Board Chair appoints the members of the Committee and the chairperson.

Operations

The Committee meets monthly. Additional meetings may occur as the Committee or its chair deems advisable.

Authority

The Committee will have the resources and authority necessary to discharge its duties and responsibilities. The Committee, along with consulting with the superintendent, has authority to retain and terminate outside experts or consultants, as it deems appropriate. The Committee may form and delegate authority to subcommittees and may delegate authority to one or more designated members of the Committee.

Responsibilities continued on page 2

Responsibilities

Subject to the provisions of the board, the principal responsibilities and functions of the F&T Committee are as follows:

1. Facility Planning - Physical Plant; Building, Structures, Equipment - Vision is to have the best coordinated Facilities that can be afforded by the RSU.

- Facilities Maintenance – Role
- The role of this committee is too examined and methods discussed to ensure adequate design and development of processes to suit the business needs and ensure maintenance is effective, efficient, economical, safe and performed in a manner that ensures asset integrity and the continual provision of productive capacity.
- Pre-Post-Ongoing Review of Capital Projects as they relate to F&T
- Facilities Planning
- Develop and Maintenance of a Capital Plan with the short term goals to Develop an Audit of existing Capital.
- Propose and Review Cost Savings Ideas - projects and Ideas – planned and implemented
- Review Strategic and financial investment plans as they relate to F&T investments

2. Transportation - Purpose is to have a unified efficient Transportation system.

3. Review and make recommendations to the full Board and Administration concerning F&T:

- Policies relating to the RSU's F&T activities
- Goal setting- Planning workable sustainable integration plans
- Build Trust with the board and public
- Monitor Environmental factors as they relate to – Air, Water and Green

4. As they relate to F&T - Monitor Expenditures and reports to the board and significant variances.

- Review all major expenses outside the purview of the currently approved budget.
- Act upon requests of the board as needed.
- Track contract work quarterly

5. The F&T Committee of the RSU Board is responsible for consulting with the Superintendent on the annual budget process of the RSU; for reviewing and making recommendations on the annual budget submitted by the Superintendent; and for developing and recommending long range financial objectives for the RSU as they relate to F&T.

6. Annual Review of:

- The long range F&T objectives of the RSU and their ability to sustain the RSU and the accomplishment of its stated mission and programs. Report to the Board annually on such objectives, including recommendations for revision as appropriate. Include in this should be an annual evaluation of the Committee's performance and make applicable recommendations.
- Review and make recommendations about changes to the charter of the Committee.

7. Maintain Minutes and Agendas of the meeting.

RSU13 Facilities and Transportation (F&T) Committee Goals:

1. Facility Planning - Physical Plant; Building, Structures and Equipment

Create a Facilities Capital Plan including using a Facilities Audit of all major buildings including an evaluation of staffing patterns. This audit is the basis / base line for a Facilities Capital Plan for the RSU. As we proceed we will also propose and Review Cost Savings Ideas - projects and Ideas.

We need to know how close we are to critical mass on some of the larger expenses.

Judy took the lead and after sorting what material we had by date and type the number was actually quite small. Many were the biennial air quality studies for all MSAD 5 schools and for TGS. Many were actually studies that preceded capital projects or specs for capital projects. And many were pretty dated. The next step is to have the committee tour each school.

We propose a schedule as follows:

Week of 8/22: LLS & TGS

Week of 8/29: SS, RDMS, & OHCS

Week of 9/6: OHSW & CCS

Week of 9/12: OHSE

Week of 9/19: SGS & GBS

Catch McLain at our F&T mtg in Sept or Oct

2. Create a Capital Expenditure Worksheet for larger capital items/projects. This template should include these parts:

- Goal What is the results you want from this project? What is the need we are trying to satisfy. A little more than saying three labs (Phy, Bio and Chem) etc.... Must do something to maintain Accreditation, improve curriculum, What are the Needs, etc. Let me start by turning your words around a bit.
- Assumptions: 1.2.3.4 etc Listing Like - Must be accredited, Mitigate any asbestos issues, buy in from teachers/admin and staff, space for 24 students, Budget cost is not to exceed \$208k, Flooring is an issue, That we are not proposing Top of the line etc....
- Alternatives Considered: (Also consider this as any constraints to the project) Do Nothing is one alternative.
- The Plan: (The plan details)
- Cost Summary, (Summary Table of major costs in thousands)
- Cost Detail: (Usually as an attachments) Spreadsheet with the equipment list(s), Leave room for lines to fill in for electrical, Plumbing, etc. and other items. However you break down the costs summarize those for the above Cost Summary table.

An example of one is being prepared by Scott and the principal which we will share with the board when it's ready.

RSU13 Facilities and Transportation (F&T) Committee Goals: Cont.

3. Transportation - Implement State Transportation Software. Included in this is defining a working solution for:

- Build all routes into the TransFinder database.
- Evaluate staffing patterns
 - a) Most Efficient Bus Routes taking into consideration:
 - b) Student Densities
 - c) Number of buses needed (including bus size)
 - d) Evaluating using Van or wagons when deemed appropriate
 - e) Determining a walking plan
 - f) Determine number and location of clustered bus stops
 - g) Determine efficient number of students per bus run

We agree that a) through d) will be relatively simple leaving e), f), and g) being very time consuming.

At our next meeting we need agreement and then these Goals need realistic time lines attached!