AGENDA

Addison Central School District
Facilities Committee
Committee Meeting
Monday, May 9, 2022, 5:00 pm - 6:15 pm
208 Charles Avenue, Middlebury, VT & Virtual Connection

Please click the link below to join the webinar:
https://us06web.zoom.us/j/82825107775

A. Call to Order Upon Reaching a Quorum
B. Introductions: Board Members, Administrators and Staff
C. Select a Committee Chair
D. Select a Meeting Recorder
E. Approve the Agenda
F. Public Comment
G. Approve the Minutes of March 9, 2022
H. Committee Discussion:
    1. TruexCullins Secondary School Facilities Report
I. Other Business
J. Set Next Meeting Date/Time
K. Adjournment

MINUTES

Addison Central School District
Facilities Committee
Committee Meeting
Wednesday, March 9, 2022, 10:00 am - 11:00 am
208 Charles Avenue, Middlebury, VT & Virtual Connection

In Attendance

James Malcolm; Mary Heather Noble; Victoria Jette

Please click the link below to join the webinar:
https://zoom.us/j/98989378059
Or One tap mobile :
US: 13017158592,,98989378059# or 13126266799,,98989378059#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: 1 301 715 8592 or 1 312 626 6799 or 1 646 558 8656 or 1 253 215 8782 or 1 346 248 7799 or 1 669 900 9128
Webinar ID: 989 8937 8059
International numbers available: https://zoom.us/u/apaDVf4fU

A. Call to Order Upon Reaching a Quorum

Meeting called to order at 10:00 a.m.

B. Introductions: Board Members, Administrators and Staff

Administrators & Staff in attendance: Peter Burrows (ACSD Superintendent), Bruce Macintyre (ACSD Director of Facilities)

Other Participants: Ben Merrill, write

C. Approve the Agenda

Motion to approve the agenda.

Move: James Malcolm Second: Mary Heather Noble Status: Passed

D. Public Comment

None.

E. Recommendation to Approve the Minutes of February 16, 2022

Motion to approve minutes of February 16, 2022.

Move: James Malcolm Second: Mary Heather Noble Status: Passed

F. Committee Discussion of Facilities Master Plan:

1. Formatting Final Version

Victoria Jette invited committee members to provide feedback on the recently formatted

version of the Facilities Master Plan report that Ben Merrill provided to the group.

Mary Heather Noble liked the aesthetic of the stylized report – the colors are consistent with the ACSD logo, and the sections, headings, and call-out boxes make the report more readable. She offered the following:

Links to Facilities Master Plan survey questions still need to be added. Mary Heather emailed the survey questions to Ben so that information can be incorporated.

An Acknowledgement Page to list and recognize all the individuals who contributed to the FMP process and body of work still needs to be added. Ben Merrill had suggested this as a way to identify Steering Committee members. Mary Heather added Acknowledgements to the end of the manuscript document and will make sure Ben has access to that version.

Mary Heather wondered whether the Glossary of Terms should be expanded. It is currently an explanation of acronyms and not a glossary per se – the group decided to just change the heading to be more accurate since the original facilities assessments have glossaries provided in them.

Mary Heather also shared copies of the typed comments that Barb Wilson provided at the February 22, 2022 meeting (during which the Board approved the report content), and asked the group if they felt any of the comments should be added to clarify the existing content in the Priorities Moving Forward section. She invited people to get back to her on that and she will make edits/adjustments as needed.

The group examined the graphs and formatting details of the report and provided feedback to Ben. The last few “Notes” pages can be filled with photos of ACSD schools (or photos can be included in school summaries). Victoria and Mary Heather noted that the Board’s accepted vision/commitment to “Sustainability” should also be highlighted as a call-out box. Mary Heather will identify where this should occur in the report, and will provide Ben with the language.

The group also examined the itemized 2019 TruexCullins cost figures in the school-by-school summaries of Section D – State of Facilities. We want to be clear that Priority 1, 2, 3, and soft costs are part of the Total Estimated Costs. Consider bolding the total.

Ben Merrill stated that the requested edits are not substantial, and that he should be able to get a revised version to the committee by Monday, March 14th.

2. Communications and Engagement

Victoria told the group that the Communications & Engagement Committee had requested coordination with the Facilities Committee on communications around release of the final FMP report. The C&E Committee is recommending posting the report on the ACSD website and also providing links in the ACSD Newsletter, in the upcoming quarterly Board Update, on social media, etc. They also recommend providing hard copies to Central Office, at each ACSD School office, and possibly Town Offices and the library.

Mary Heather explained that the C&E Committee also believes the Board should make the content available in a more digestible format – e.g., audio and an eChat video – so would like the Facilities Committee to participate/contribute to identifying interview questions for an eChat video as a way to make sure the important highlights of the report are captured and conveyed. Chip Malcolm expressed concern about doing that work before new committee assignments are made, in the event that the new Board members may not characterize the findings in the same manner. Mary Heather noted that the report is not an opinion piece, but rather a historical document that summarizes the work that has occurred and the information that has been generated from that effort. Chip and others agreed that the Board should make the content accessible, but that it would be best for outreach efforts to hold until new committee assignments are finalized.

G. Other Business

None.

H. Adjournment

Meeting adjourned at 10:49 a.m.

Motion to adjourn.

Move: Victoria Jette Second: Mary Heather Noble Status: Passed