

**HOLLIS SCHOOL BOARD  
JULY 18, 2016  
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Monday, July 18, 2016 at 6:04 p.m. at the Hollis Upper Elementary School.

Chairman Robert Mann presided:

Members of the Board Present:      Tammy Fareed, Vice Chairman  
Michelle St. John, Secretary  
Tom Enright  
Laurie Miller

Members of the Board Absent:

Also in Attendance:                  Andrew Corey, Superintendent  
Gina Bergskaug, Assistant Superintendent  
Denise Norton, Assistant Business Administrator  
Candice Fowler, Principal, Hollis Primary School

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**AGENDA ADJUSTMENTS**

Ms. Miller requested the agenda be adjusted to include an update on the Start Time Committee.

***The consensus of the Board was that the agenda be adjusted as requested.***

**APPROVAL OF MEETING MINUTES**

Hollis School Board ..... June 1, 2016

**MOTION BY MEMBER FAREED TO ACCEPT AS PRESENTED**

**MOTION SECONDED BY MEMBER ENRIGHT**

**MOTION CARRIED**

**5-0-0**

**NOMINATIONS / RESIGNATIONS / CORRESPONDENCE**

Superintendent Corey spoke of the discussion that occurred at the last meeting of the SAU41 Governing Board regarding certain Allied Health positions, which are shared across districts. In the past, such positions were identified as part-time positions in each of the districts. That practice led to difficulties in not only filling the positions but retaining those employees. A position that is identified as part-time in two or more districts was not eligible for health benefits.

Superintendent Corey requested approval of the Board to fund a 1.0 Board Certified Behavior Analyst (BCBA) under an Allied Health contract. Funding for the position would be split with the Hollis Brookline Cooperative School District (COOP) and the Brookline School District. Specific costs would be split based upon current caseload, which is .45 in Hollis .4 in the COOP, and .2 in Brookline. No additional funds are required to support this position as funds would be reallocated from the current contract accounts.

The second request was to allocate the benefits and related costs for a 0.5 Occupational Therapist (OT) position, which would be employed by the COOP. Presently the 0.5 position is funded within the Hollis School District. That individual would be employed by the COOP, and the Hollis School District would reimburse the COOP for 0.5 of the position. This was approved by the COOP School Board at its June meeting.

The recommendation is that both positions be filled by current contracted part-time employees that have been employed by the SAU for a number of years.

Superintendent Corey noted these positions are not typically brought before the Board for contract approval as they are Allied Health contracts. However, the communication was intended to notify the School Board of the proposed candidates for these positions.

The current total cost for these two positions is \$89,167 (across the SAU). The salary for the positions would total \$63,000. There would remain \$26,167, which would be used to cover the cost of the benefits package. The expectation is that the change will result in a better service model as currently the contract is for a number of hours per week. Were there to be an instance where the individuals were needed on a day not typically worked, it would be at an additional cost. By the positions being full-time, the individuals would be in the SAU five days a week.

Superintendent Corey stated the desire for a vote from the Board stating support of the concept, and acknowledging no additional funding would be allocated across the SAU.

**MOTION BY MEMBER FAREED TO SUPPORT THE RECOMMENDATIONS OF THE SUPERINTENDENT WITH RESPECT TO THE 1.0 BEHAVIOR ANALYST AND THE 0.5 OCCUPATIONAL THERAPIST  
MOTION SECONDED BY MEMBER ENRIGHT**

ON THE QUESTION

When asked, Superintendent Corey explained the positions are Allied Health positions, and are negotiated with the Superintendent. The positions are not covered under the Collective Bargaining Agreement (CBA). Contracts are usually based on student populations, e.g., as the need increases or decreases so does the percentage a district contributes.

Mr. Enright questioned whether a retirement benefit would be included, and was informed that is not typically included in the Allied Health contracts. Superintendent Corey explained the employee(s) would have the opportunity to acquire health insurance, e.g., the individual employed by the COOP would have to select a health plan from the offerings provided at the COOP, the individual employed by the Hollis School District would select from the offerings provided by the Hollis School District, etc.

The employees would be eligible for the State retirement, but as Allied Health employees they would not be eligible for the retirement buyout included in the CBA (the 25% the district contributes). When asked for clarification, Superintendent Corey stated the funds currently allocated will cover the current costs for both employees. He added he cannot guarantee that as health insurance costs increase over time that this change will not become more expensive. The positions are presently identified within a consulting line, and most times are paid at a higher rate as there is often some sort of retirement or health insurance offset through that. Addressing the positions in the manner proposed allows the SAU to have some control over costs whereas consultant rates are determined by the consultant(s).

Mr. Enright questioned tenure. Superintendent Corey responded Allied Health employees do not get tenure as they are not included in the CBA. At the same time, for an individual who has been with the SAU for a number of years he would suggest there would be just cause to move forward. From the standpoint of a Reduction in Force (RIF) or a contractual reduction, the Director of Student Services is continually evaluating the positions, which are adjusted to meet the needs of students. Mr. Enright suggested that would indicate the individuals would become tenured. Superintendent Corey clarified from a technical standpoint Allied Health employees are not tenured. Vice Chairman Fareed remarked the SAU would not be obligated to treat the positions as tenured. The SAU could choose to or not to as opposed to a CBA where that is required after five years.

Mr. Enright remarked it was stated there would be the need for just cause to remove them, which tells him they are tenured. He suggested there is the need for more thorough discussion when hiring for such positions. He stated he is not opposed to what was presented as he suspects the action is well justified, but he should ask for additional information. Superintendent Corey spoke of the lengthy discussion that occurred on this topic at the SAU41 Governing Board meeting. What the SAU was faced with was losing these individuals to other districts that were offering benefits. This was a way to allocate the benefits across the SAU. He noted, in the instance of a BCBA, you either have to consult with or have on staff. By having 1 across the SAU you meet the requirement.

Superintendent Corey stated his opinion, from an education standpoint, for students, long-term this is a better model with the OT and the BCBA because those are critical positions that are difficult to find. Under the proposal, the COOP would hire the OT under their contract, the Hollis School District would hire the BCBA, and the Brookline School District would hire the English Language Learners (ELL) position. Each of the districts would be reimbursed by the other district(s)

utilizing a portion of that position. The three positions are required via IEPs. If the SAU did not have these positions on staff there would be the need to utilize consulting services.

Ms. St. John questioned, and was informed Allied Health employees are typically offered 1 of 2 plans. Ms. Miller remarked, based on the discussion that occurred at the SAU41 Governing Board meeting, she had believed that a single district would hire all three individuals so that the health benefits offered would be consistent. Superintendent Corey responded it could be handled either way. Insurance options offered for Allied Health employees are uniform across all three districts. If all three positions were placed in a single district it would result in the budget for that district showing an inflated number. Although there would be offsetting revenue paid by the other districts, at first glance, the budget would appear to have been increased by those three positions.

Superintendent Corey spoke of the efforts of the Director of Student Services in bringing students back into district. Looking at this from a strictly financial point of view, not having these type of services in district, could lead to a student needing to be placed out of district, which would make that benefits package seem like nothing as the cost would likely be 10-15 times that for out-of-district placement.

Vice Chairman Fareed spoke of the value, and benefits derived by the students when having consistency from year to year.

**MOTION CARRIED**  
**5-0-0**

Superintendent Corey informed the Board and viewing audience of the summer maintenance activities occurring at the schools. The gym and stage floors at the Hollis Upper Elementary School (HUES) have been stripped, cleaned, and resealed. The Board approved the purchase of new equipment used to strip floors. A time study is being conducted as it appears the new equipment not only results in a savings related to use of cleaning chemicals but also in time needed to perform the task. Results of the time study will be provided at the end of the summer, and will identify the Return on Investment.

All of the carpeting has been removed from the loft at HUES. New carpeting is being readied for installation as is the air conditioning. The entry/exit mat replacement is being addressed. The installation of security film on the windows is near completion (1<sup>st</sup> floor windows in HUES).

A new shed will be constructed on site to replace the existing shed. The district is moving toward LED lighting outside of HUES. In addition, there are numerous smaller projects occurring, e.g., replacement of faucets and sink drains, etc.

At the Hollis Primary School (HPS) a new typhoon slide has been installed. Playground covering will arrive in early August. Kitchen door swipes, the door alert system, and new security cameras will be installed in the coming week. The front ramp as well as the Kindergarten stairs will also be completed in the coming week. Electrical upgrades have been done in the Learning Commons, bathroom vents have been repaired, entrance carpets have been installed, and floor mats have come in, and will be put down.

New water bubblers are being installed in the 1<sup>st</sup> grade hallway, and the vast majority of the window security film has been installed. The new leach field distribution box has been installed, and the septic testing completed. Meridian Land Services, Inc. will provide the SAU with a new septic design. Once the design is approved by the Town, the process of State approval is a four-day process. Should the system fail, an approved plan would be in place and replacement of the system could begin in four days' time.

If the existing system were to be replaced, the kitchen would have to be redone (to meet current code), which would include appliances, sinks, etc. Discussions regarding a plan for that work have begun with the Architects (perhaps an FY18 budget item).

Landscaping, the bridge, and the fence that will be completed to allow for safe transport of the students to the SAU field, have all been scheduled.

Mr. Enright questioned if students would play atop the leach field. Superintendent Corey responded fencing will be put in and the bridge to the SAU field updated. That is where the majority of soccer games, etc. take place. He noted he and the Maintenance Supervisor were out in the leach field and discussed the possibility of a fence. The concern is with the swing set that is located in the area. A lot of times children jumping off a swing will need 3-4 steps to come to a stop.

There is the probability of a fence being placed in the area. What is not yet known is the exact location. If a fence cannot be placed in that area, the area will be bark mulched and play will not be allowed (a rope would be placed across the area). When asked to clarify, he stated students would not play in the area; the question is whether or not a fence is erected versus utilizing a rope because of the safety concern.

Chairman Mann commented on the additional bark mulch that would be placed across the entire area, which would eliminate the situation where the distribution box sticks out and represents a tripping hazard. It was explained the new distribution box was relocated to an equal distance between the other two. It is on the line of the no-play area.

Superintendent Corey introduced the new Assistant Superintendent, Gina Bergskaug. Ms. Bergskaug is taking over for Cindy Matte, and will be responsible for curriculum instruction and assessment.

#### PUBLIC INPUT - None

#### DISCUSSION

- Start Time Committee - Update

Ms. Miller informed the Board the committee has been meeting over the summer. Although a good deal of brainstorming has occurred, many of the ideas expressed did not gain the support of the committee, e.g., busing K-12 simultaneously, which proved to be cost prohibitive, ramifications of swapping the elementary and COOP bus runs, etc. At this point, a few solutions being considered may shift timing slightly. The committee Chair will be speaking with Superintendent Corey and looking to obtain input from the Principals. The committee is looking towards possible changes that would affect the busing beginning in the 2017-2018 school year.

Vice Chairman Fareed questioned the number of ideas that were discarded for financial reasons. Ms. Miller responded, based on the survey results, a significant percent indicated a willingness to consider solutions that would have an associated cost. The single greatest reason an idea was discarded was logistics. She noted the idea of busing K-12 at the same time would have had a significant financial impact. The committee did not feel possible solutions that would result in the cost doubling should be pursued.

The agenda item will be placed on future agendas.

- Farley Building

Superintendent Corey stated he and the Chairman attended a recent meeting of the Selectmen during which he made them aware of the Board's motion to allocate \$17,000 to cover the cost of Phase 1 of the feasibility study and \$3,055.79 for the historical assessment of the Farley building, and for him to discuss the possibility of cost sharing with the potential donor as well as the Selectmen.

The donor was very much in favor of his funds being used for the building and potentially STEM, and didn't want to participate in the study. The Selectmen felt they had conducted a number of studies and believe those could be used. Superintendent Corey explained the concern was although they had done studies around taking the building down to the bare bones, the study the District was looking for was related to use of the building by students, e.g., what changes would need to be made for students to occupy the building. For example, the building is not ADA compliant for the multiple floors; stairwells don't conform to current code, etc.

As a result of the Selectmen not participating in the study, Superintendent Corey stated his recommendation to be that the School Board take the Farley building out of the educational purview, and that the funds that were encumbered (\$20,055.70) be returned to the Town's general fund to be used to offset the tax rate.

Superintendent Corey spoke of his discussions with the Chairman around the number of educational issues before the Board. As a Board, the SAU, and building leadership there is the need to focus on what they can control and turn attention to what is occurring at the SAU facility and what is taking place in terms of STEM at the schools with the Makerspace, Project Lead the Way coming into HUES, etc. If, at some point, the issue of the Farley building is reopened, that discussion could be entertained.



Chairman Mann spoke of informal discussions with some of the Selectmen from which he gained the impression there would be an openness to transfer ownership of the Farley building to the School District, and that they believe the District is uniquely positioned to be the owner of the property. The Selectmen didn't have any interest in contributing towards funding additional studies of the building. Chairman Mann commented there is a great deal of work that would need to be done with that building, and moving forward with that would represent a strong commitment from the Board.

Chairman Mann questioned if the encumbered funds could be utilized for the work at 4 Lund Lane. Superintendent Corey responded from a technical standpoint that could be done. However, he would not recommend that. He would prefer to return the funds to the general fund as the intended use would no longer exist. He suggested doing otherwise could result in a credibility issue in the future. He suggested if the Board wished to further the work related to 4 Lund Lane, in November, after the first quarter is finalized, the budget could be reviewed to determine whether or not to encumber funds at that time.

Ms. St. John commented on being disappointed in what has transpired, and her belief the District is losing out on an opportunity. She recognized there is a lot happening in the District at the current time, but is disappointed that neither the donor nor the Town was willing to participate in the study.

Ms. Miller agreed it is disappointing, and acknowledged there is a lot occurring at this time, and the Board and the Administration need to concentrate on educating students and not renovating buildings. Vice Chairman Fareed agreed; it would have been a great project that would have served many purposes in Town. She remarked it seemed like we had a unique opportunity with the donor; perhaps there was not enough time for the community to determine how best to proceed. Mr. Enright agreed it is a good opportunity, but without the support hoped for. He questioned, and was informed the donor has not closed the door that if at some point we came back to that as a facility for children in resurrecting the building, he would be interested. Chairman Mann stated his disappointment the project could not be moved forward. He remarked the building location is ideal for school operations. He commented there were statements by the Selectmen that putting a new building on that site would be less expensive than rehabilitating the existing building. Although he sees a lot of opportunity, it would be a project that would require the support of the entire community. Without that, the project is too great for the district.

Chairman Mann suggested the issue of the Farley building be tabled, and that, in the November timeframe, the Board continue its review of 4 Lund Lane.

- Hollis Primary School - Septic Update

Superintendent Corey reiterated the new distribution box has been installed and test pits were completed, which allows the District to have a new septic design done. Once approved by the Town, the process of State approval is a four-day process. Should the system fail, an approved plan would be in place and replacement of the system could begin in four days' time.

If the existing system were to be replaced, the kitchen would have to be redone, which would include appliances, sinks, etc. Discussions regarding a plan for that work have begun with the Architects (perhaps an FY18 budget item).

Mr. Enright questioned if, in the event of failure, the old leach field could be removed and another put in its location or if a new location would be required. Superintendent Corey stated his understanding to be they can take out everything and remove it from the site. A study was done on where the best location would be, e.g., area of existing or other. Test pits were dug, and recommendations are forthcoming. When received, they will be brought to the Board for discussion. When asked about the timeframe for completion, Superintendent Corey stated his belief it would be in the fall. Superintendent Corey noted the plan would have to include the kitchen rehab., which is not currently funded and would likely be a significant expense. It is likely that would be an FY18 capital plan that will have to be done.

Superintendent Corey commented what is also being found is in an approximately 60-year-old building, there are power issues. A new kitchen would likely result in the need to upgrade the electrical.

- Hollis Upper Elementary School - Fourth Grade Enrollment Update

Candice Fowler, Principal, Hollis Primary School, thanked the Board for its continued support of lower class sizes, and for being proactive in that when beginning to approach the 23<sup>rd</sup> student in the 5<sup>th</sup> section; it was confirmed the Board would look to open another section. Principal Fowler remarked since that time two additional inquiries have been made for 4<sup>th</sup>

grade students. Class size would have exceeded 23. Current enrolment is 115. With a reorganization of classrooms to accommodate a 6<sup>th</sup> section, most have 19 students; it may be that 1 has 20 and another 18 depending on what each room could accommodate.

Principal Fowler spoke of the work that goes into an additional section. Those details were included in Principal Fowler's written communication to the Superintendent and Board, which was attached to the agenda.

When speaking of the resources needed to establish an additional section, e.g., personnel, space, furniture, curriculum, etc., Principal Fowler noted all indications are that this will continue to be a class that needs 6 sections. Associated costs will be included in the budget.

When asked, Principal Fowler explained the decision was made to move the Spanish Teacher. She likes to have students singing, etc., and her room was between classrooms that have doors that open. The decision was made to move her classroom more towards the middle of the lower level. Karen Kelley's room will become the 6<sup>th</sup> section of 4<sup>th</sup> grade. The large classroom on the bottom floor, which was being used for a learning lab, will be used as a Math classroom, and across the hall the ICT lab will return to being the Spanish room. The laptops that were in the lab will be converted to a laptop cart. The two Case Managers who would also be displaced will go into the old Spanish room.

Ms. St. John questioned why more preparation was not done in anticipation of the need, and remarked it seems as though a great deal of work had to be conducted in a short period of time after the numbers increased. Principal Fowler responded they were watching enrollment, and until the end of May class size was at 21 or 22, which is the normal size in all of the other classrooms. Those were the numbers used during budget planning. Enrollment began increasing around the 2<sup>nd</sup> week of June.

Ms. St. John questioned class size for the incoming 5<sup>th</sup> and 6<sup>th</sup> grades. Principal Fowler did not have the specific numbers with her, but stated them to be in the area of 21 or 22. Ms. Miller stated, and Principal Fowler agreed, it is high enough that it wouldn't be able to be reduced to 4 sections. Ms. St. John stated her belief the incoming 5<sup>th</sup> grade is a good deal smaller than the incoming 6<sup>th</sup> grade or 4<sup>th</sup> grade. She commented her point was relative to consistency on what is being provided to the students. She spoke of being at a point where class sizes were at capacity at the last day of school. She questioned if the intent had been to have paraprofessionals in classes. Principal Fowler stated capacity is 23, she is told to budget for 23, and until that point comes that is what they plan for regardless of what other class sizes are in the different grade levels. Ms. St. John questioned if the other grade levels reap different benefits as a result. Principal Fowler stated her belief the teachers are giving all of the students what they need. The Administration has decided and the Board has a policy that states 23 is the number we feel will allow us to meet all of the needs. Do the 5<sup>th</sup> grade teachers say oh we have 19 or 20 students and you have 22 or 23; they might, but again the teachers are very confident, and even the 4<sup>th</sup> grade team wanted to assure her they are not worried about teaching 23 students in a classroom.

She added there was a time (approx. 12 years ago) where there were 23 in each class, another student came in district, and, at that time, the Principal stated a desire to have an instructional assistant rather than an additional section. That is what happened that year. In the end there were 2 sections of 24 that year. Had the situation unfolded similar to what is occurring at this time (7 or 8 students enrolling in 2-3 weeks), that would have put that grade level at 25 or 26, and the decision to utilize an instructional assistant could have been detrimental.

Superintendent Corey remarked during budget discussions when looking at projections for the 3<sup>rd</sup> and 4<sup>th</sup> grades, understanding the educational specification for 3<sup>rd</sup> grade is 20 students/classroom and for grade 4 it is 23, the intent was to have 5 sections of 21 in 4<sup>th</sup> grade. The additional section was used to shift down to the all-day Kindergarten program. As a result the budget was not increased. At that point, to justify another new teacher when the ratio was five sections of 21, he didn't think was appropriate.

Another issue for discussion in the next budget is whether 23 is a hard number/ceiling. Superintendent Corey remarked it seems as we approach that number people want the sections reduced, which is fine if that is what this Board wants, but previous Boards have let class size increase beyond that number. When the Administration was at 5 sections of 21 in the June timeframe that was okay even knowing that the ratio at grade 5 was better. He noted there are times when it is not simply a matter of numbers; the needs of the particular students in a given grade have an impact.

Vice Chairman Fareed commented her child just left the 6<sup>th</sup> grade, and when he entered it there were discussions of the number of 6<sup>th</sup> grade teachers, etc. Three students left that summer. She remarked she has seen previous School Boards and other Town leaders put a great deal of pressure on the District to treat 23 as a reasonable target. There have been

different pressure points under different economic circumstances with different boards that have resulted in very different practice around exactly the same policy. Prior to language regarding class size being included in policy, it was a best practice that waived with the vagaries of who was sitting in these seats and what the economy was doing.

Vice Chairman Fareed stated her opinion, in better economic times like what is being enjoyed now; we're able to treat it as a hard cap. If seeing a lot of people moving out of their homes, tax pressures, etc. she believes the return from other Town leaders would be an expectation to be more pragmatic in how that policy is interpreted.

Chairman Mann stated the limits identified in the policy are there to generate a conversation with the Superintendent. He spoke of having seen class size rise to 27 and 28 in the 2006/2007 timeframe. He remarked there are months of discussion before getting to the point of deciding to add a section/hire teacher, etc. He stated his hope, through the report provided and the information shared by Principal Fowler, that residents understand the amount of work that goes into such a move. Vice Chairman Fareed commented to do that much work on speculation that the numbers will continue to go up instead of drop or stay stationary is a tipping point question that was answered this way this year.

Mr. Enright stated his belief it would have been better had the Board known further in advance that there were things occurring that could lead to this. He questioned if there was discussion about an additional session. Vice Chairman Fareed stated the numbers didn't start increasing until June. Mr. Enright stated that to be the point; the Board was behind the curve with this as it was with the septic system. It would have been better had the Board known that things were percolating. He does not feel he offered input in the hiring of this teacher. He noted his input would have been to do so, and his input was from a process point of view.

Ms. St. John stated the question came up during the 4<sup>th</sup> grade information night in May. She suggested it could have been brought up after that. She is aware there were a lot of parents concerned at that time. She added if the district has a situation in the future where we have a potentially large class and the waiting game is underway, don't send out the letter to the parents; make parents aware classroom information will come out mid-summer.

Principal Fowler spoke of Step-Up Day, and stated that approach would put a stop to that tradition. They could do away with that tradition, but it has been really helpful in alleviating some anxiety of students regarding who is in my class, etc. There are other districts that put the class lists on the door August 18<sup>th</sup>. Ms. St. John responded it is a great tradition, but in order to create a situation where people don't feel that they are being moved after the fact, e.g., they have already put a lot of effort into getting their children into a particular classroom, etc. and then have it change. She suggested in such instances it could be that something different is done for that particular cohort for Step-Up Day. There could be something uniquely planned for that particular group as a backup plan.

Superintendent Corey stated in June class size was 1 teacher to 21 students. At that point he would not recommend hiring a position that isn't budgeted. Chairman Mann noted the numbers reported for May were 6 sections of 18 for grade 3 moving into 4<sup>th</sup> grade with, at that time, 5 sections of 21.6. Principal Fowler stated there was 1 additional enrollment at the end of May. Chairman Mann noted the Board conducted its last meeting on June 1, and on June 2nd there were another 3, followed by another 2, etc.

Mr. Enright commented it would have been good for the Board to receive a heads up when reaching 5 sections at 21.6. Perhaps the Board would have stated if we hit 23 we will hire another teacher. Ms. Miller stated her recollection that had been discussed as a hypothetical. Chairman Mann stated that to have been one of the reasons the Board authorized the Superintendent to hire over the summer. When asked when that discussion occurred, Ms. Miller remarked it began at budget planning.

Vice Chairman Fareed spoke of the emails received regarding this matter, and suggested were the decision made to cancel Step-Up Day that would generate an equal amount of emails. She remarked she respects the fact that Ms. St. John and Mr. Enright have a sense that they didn't feel well informed. She personally felt this was a tipping point situation that could have gone in the opposite direction, and she clearly remembers year-after-year of doing incredible battle with the Town's Budget Committee because we were at 23 per class and they demanded, fair and square, a very very tight forecasting and very explicit databased evidence as to how we could justify hiring an additional section when we were only at class size. This is a long standing question when we get close.

Ms. St. John remarked she wasn't suggesting canceling Step-Up Day, but rather that if this group was being watched so closely, on June 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>, perhaps it would have been wise to withhold the teacher assignment for that grade.



Superintendent Corey noted the additional section was unfunded. The Administration will first look to capture those expenses in the operating budget. He has informed the Budget Committee, and if necessary, contingency would be utilized.

Principal Fowler spoke of the letters that were sent out, and of the support received. Of the 18 students that were moved from one classroom assignment to another, 8 or 9 volunteered. The opportunity existed to switch a student who did not wish to be moved.

Principal Fowler stated appreciation for the feedback provided.

Ms. St. John stated a desire to understand how the current policy was developed, and the data that supports a class size of 23. Superintendent Corey stated that to be a policy question the Administration would also like to have answered. He added the other abnormality this year was that not a single 4<sup>th</sup> grade student left the district. Typically with students moving in district there are also students moving out.

Principal Fowler commented on past practice being a class size of 23, and noted there was a study performed in the '80s. Ms. Miller commented on having a copy of the facilities study that was done in the '80s. Chairman Mann remarked when the policy was being written, the prime directive was to capture what was being done; not to change anything.

Ms. Miller directed attention to the bulleted items regarding each specialist having 50 minutes of class time for their core area and the Spanish instruction being once a week for 50 minutes. She questioned if those changes were made because of the additional section of 4<sup>th</sup> grade, and, if so, what they were previously. Principal Fowler responded the specialist classes have always been 45 minutes; outlined in the CBA. In looking at the schedule she wished to match the instruction for Spanish at HPS, which has two sections of 50 minutes. To match the duration versus the frequency, she is moving Spanish and the other specialists to 50 minutes in length. Superintendent Corey clarified at HPS there are two sessions that total 50 minutes. Principal Fowler remarked she did not want to impact the HPS schedule; they have Spanish in 3<sup>rd</sup> grade until a certain time, and then the Teacher can get up to HUES for the first class at 10:15 a.m. She did not wish for the additional section added to 4<sup>th</sup> grade to impact another school, and did not wish to give away some of the best practices that have been put in place over the past few years, e.g., common planning time, Professional Learning Community (PLC) time, etc.

Principal Fowler noted Spanish was previously twice a week for 25 minutes, and is moving to a single session for 50 minutes. Previously Science/Social Studies was given 4 times/week (50-55 min.), and can now be provided 5 times/week (60 min.). By not having all of the smaller sections, she is able to get larger blocks of time. She commented the schedule is not perfect; it is known there should be lots of shorter classes of Spanish to get that to stick, but there is a lot of time in the academics, and the specialist time can be increased. Principal Fowler suggested the proposed schedule be tried for the coming school year stating she is pleased with the academic times, and feedback received to date has been positive.

#### DELIBERATIONS

- To see what action the Board will take regarding the Energy Study Working Group (ESWG) Invoices for Approval and Review of Contract.

Chairman Mann noted the total invoiced to date is \$17,034.42. The Board was provided (copy attached) with a detailed list of work performed.

**MOTION BY MEMBER FAREED TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC IN THE AMOUNT OF SEVENTEEN THOUSAND THIRTY FOUR DOLLARS AND FORTY TWO CENTS (\$17,034.42) FOR THE ENERGY STUDY**  
**MOTION SECONDED BY MEMBER ENRIGHT**  
**MOTION CARRIED**  
**5-0-0**

A draft contract was provided for review and consideration (copy attached), and has been vetted by the ESWG. The one item debated by the ESWG was the idea of a requirements document. Chairman Mann stated in his opinion, there was general agreement that a requirements document is needed. The debate was around the timeline in which that could be produced. The contract references a performance document, which identifies what a system would do for the buildings,



what the outcome should be, etc., whereas a requirements document/specifications would be more thorough, and would be provided to the various vendors submitting quotes.

**MOTION BY MEMBER FAREED TO APPROVE THE CONTRACT BETWEEN THE HOLLIS SCHOOL DISTRICT AND INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC FOR CONSULTING SERVICES ASSOCIATED WITH THE ENERGY PROJECT IN AN AMOUNT NOT TO EXCEED SEVENTY NINE THOUSAND FIVE HUNDRED DOLLARS (\$79,500). SOURCE OF FUNDING IS THE APPROPRIATION APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #4 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 17, 2016**  
**MOTION SECONDED BY MEMBER ENRIGHT**

ON THE QUESTION

Ms. Miller noted § 2.0 (4) states in part: "the technical team to prioritize the top five cost effective energy system scenarios and review them with the ESWG for further input and suggestions." and § 4.0 begins "Once the best top three comprehensive heating/efficiency alternatives are determined.....", and questioned the impetus behind 5 and 3. She suggested there should be some flexibility, e.g., there may be 6 possible solutions and four that seem reasonable, etc. Chairman Mann stated his recollection that is identified in the contract.

Ms. Miller commented during the visits to other sites where energy solutions have been implemented it appeared a lot of the solutions were hybrids. She remarked as long as everyone is in agreement there is some wiggle room she is fine with the language as written.

Vice Chairman Fareed stated her belief the original Warrant Article was based on a general understanding between the Hollis Energy Committee in discussions with the consultants, that there were essentially five general categories of energy sources that would be considered, and the idea was that a few of them were bound to fall out quickly because they were greatly impractical. When asked, Vice Chairman Fareed stated the numbers cited were viewed as reasonable, e.g., one scenario would be to stay with oil, another would be ground based geothermal, which is highly unlikely to rise to the top as it would be grossly impractical to fund. It is believed very likely there would be around three that would be reasonable contenders. She remarked, during the District meeting it was relayed, the public would like to see comparative analysis of how a specific recommendation is reached.

Vice Chairman Fareed added it is entirely possible and perhaps even likely that there would be multiple technologies in the buildings. The intent of the Warrant Article was to provide the public with a general expectation of what would come out of the study.

**MOTION CARRIED**

**5-0-0**

- To see what action the Board will take regarding the reaffirmation of policies recommended by the Policy Committee:

|             |  |
|-------------|--|
| <b>ADB</b>  | Drug Free Workplace                                    |
| <b>EB</b>   | Safety Program   |
| <b>EHB</b>  | Data/Records Retention                                 |
| <b>GBEC</b> | Drug-Free workplace                                    |
| <b>GBED</b> | Tobacco Ban  |
| <b>IJO</b>  | Community Learning Resources                           |
| <b>IKA</b>  | Grading System   |
| <b>IKB</b>  | Homework   |
| <b>IKE</b>  | Promotion and Retention                                |
| <b>JCA</b>  | School Assignment                                      |
| <b>JEC</b>  | School Assignment                                      |
| <b>JI</b>   | Student Rights and Responsibilities                    |
| <b>JICD</b> | Student Conduct, Discipline, and Due Process           |
| <b>JICI</b> | Weapons on School Property                             |
| <b>JLCD</b> | Administering Medication to Students                   |
| <b>JLCE</b> | First Aid and Emergency Medical Care                   |
| <b>JLF</b>  | Reporting Child Abuse                                  |
| <b>IFA</b>  | Instructional Needs of Students With Different Talents |
| <b>IHCA</b> | Summer Activities                                      |

|              |  |
|--------------|--|
| <b>IMAH</b>  | Health Education and Daily Activity                                    |
| <b>JBAA</b>  | Sexual Harassment and Violence - Students                              |
| <b>JICFA</b> | Hazing   |
| <b>JLC</b>   | Student Health Services  |
| <b>JLDBA</b> | Behavior Management and Intervention                                   |
| <b>EBBD</b>  | Indoor Air Quality   |
| <b>JH</b>    | Attendance, Absenteeism and Truancy                                    |
| <b>JICK</b>  | Pupil Safety and Violence Prevention - Bullying                        |
| <b>EFA</b>   | Availability and Distribution of Healthy Foods                         |
| <b>GCO</b>   | Evaluation of Professional Staff                                       |
| <b>IGE</b>   | Parental Objections to Specific Course Material                        |
| <b>IMGA</b>  | Service Animals  |
| <b>JLCK</b>  | Special Physical Health Needs of Students                              |
| <b>KED</b>   | Public Concerns/Complaints about Facilities and Services (Section 504) |

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT THE POLICIES IDENTIFIED IN THE HANDOUT PROVIDED AND LISTED HEREIN AS POLICIES REQUIRED BY STATE STATUTE AND RECOMMENDED BY THE POLICY COMMITTEE FOR RE-ADOPTION "AS IS".**  
**MOTION SECONDED BY MEMBER ST. JOHN**

#### ON THE QUESTION

Vice Chairman Fareed noted the former Assistant Superintendent created a database of all policies within the policy manual. There are many policies where practice no longer matches every word of a particular policy and those that have not been reviewed since 2000, and really need a new affirmation of their validity in our district. The recommendation was to begin the review with policies that are required by State Statute and that, in the view of the Policy Committee, do not require any changes to be made or, in the case of a few, those which require non-substantial corrections.

The policies cited received 1<sup>st</sup> readings at the Board's June meeting, and were posted to the website. Policy IJOC – Volunteers, also received its first reading at the June 1<sup>st</sup> meeting. However, the policy has changed completely, and should go through a thorough review process.

**MOTION CARRIED**  
**5-0-0**

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICIES ADC - TOBACCO BAN, EBBC – EMERGENCY CARE, EEAEA - MANDATORY DRUG AND ALCOHOL TESTING, AND GBAA - SEXUAL HARASSMENT AND VIOLENCE**  
**MOTION SECONDED BY MEMBER ST. JOHN**  
**MOTION CARRIED**  
**5-0-0**

Superintendent Corey recommended the Board hold a meeting in August so that it can follow up on the energy study, conduct a tour of the district buildings to highlight any areas of need, etc. Chairman Mann agreed on the need for an August meeting. A date will be determined and an agenda posted.

#### WORK IN PROGRESS

- Student information and third party vendors (policy)
- Policy JFAB - Admission of Tuition and Nonresident Students (Spring time)
- Procedure for seating a new Board Member
- Teacher Leadership and Recognition Program
- Identify the process and cost involved in subdividing the 4 Lund Lane property (Update in April timeframe)
- Policy - Job Description
- Policy BCA – Board Member Code of Ethics
- Approval of the 2017-2018 calendar

ADJOURNMENT

**MOTION BY MEMBER ENRIGHT TO ADJOURN**  
**MOTION SECONDED BY MEMBER FAREED**  
**MOTION CARRIED**  
**5-0-0**

*The July 18, 2016 meeting of the Hollis School Board was adjourned at 7:55 p.m.*

Date \_\_\_\_\_ Signed \_\_\_\_\_



**Innovative Natural Resource Solutions LLC**

37 Old Pound Road

Antrim, NH 03440

603-588-3272

[www.inrsllc.com](http://www.inrsllc.com)

**Invoice submitted to:**

Hollis School District

Attn: Andrew Corey

4 Lund Lane

Hollis NH 03049

Invoice # HSD-2016-04

July 12, 2016

**In Reference to: Hollis Schools Energy Study Consulting**

Professional Services

For completing consulting services related to Hollis schools energy project,  
May 4 – July 11, 2016 (Itemized time and expense detail attached)

Charles R. Niebling, Innovative Natural Resource Solutions LLC  
D. Dickinson Henry, Hot Zero (subcontractor)

\$ 5,333.42

\$ 9,201.00

SUBTOTAL

\$14,534.42

Previously due \$2,500.00 (invoice HSD-2016-03, 6/1/2016)

\$ 2,500.00

**TOTAL DUE**

**\$17,034.42**

Please make check payable to "Innovative Natural Resource Solutions LLC" and mail to the address above. Thank you!  
TERMS: Net 30 days. Finance charge of 1 1/2% per month (18% annual) added to balance after 30 days.



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INRS LLC  
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Selection Criteria

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Slip Classification      Open  
Clie. Selection          Include: Hollis  
User Selection          Include: C. Niebling  
Slip Transaction Dat    5/4/2016 - 7/11/2016

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Rate Info - identifies rate source and level

| Slip ID  | Dates and Time | User Activity | Units     | Rate        | Slip Value |
|--|----------------|---------------|-----------|-------------|------------|
| Posting Status   |                | Client        | DNB Time  | Rate Info   |            |
| Description  |                | Reference     | Est. Time | Bill Status |            |
|  |                |               | Variance  |             |            |
| 139530   | TIME           | C. Niebling   | 1.67      | 50.00       | 83.33      |
| 5/4/2016   |                | Travel        | 0.00      | C@2         |            |
| WIP  |                | Hollis        | 0.00      |             |            |
| Travel to/from Hollis School Board meeting                                   |                |               | 0.00      |             |            |
| 139531   | TIME           | C. Niebling   | 3.17      | 100.00      | 316.67     |
| 5/4/2016   |                | Meeting       | 0.00      | C@1         |            |
| WIP  |                | Hollis        | 0.00      |             |            |
| Mtg with DH; work on tour details; attend HSB mtg.                           |                |               |           | 0.00        |            |
| 139533   | TIME           | C. Niebling   | 1.42      | 100.00      | 141.67     |
| 5/5/2016   |                | Project Work  | 0.00      | C@1         |            |
| WIP  |                | Hollis        | 0.00      |             |            |
| Draft tour itinerary; contact site hosts; mtg. with DH; email R. Mann; ll(8) |                |               | 0.00      |             |            |
| 139543   | TIME           | C. Niebling   | 0.33      | 100.00      | 33.33      |
| 5/9/2016   |                | Project Work  | 0.00      | C@1         |            |
| WIP  |                | Hollis        | 0.00      |             |            |
| Email re: tour date(s) and logistics; ESWG mtg date; ll(8)                   |                |               | 0.00      |             |            |
| 139548   | TIME           | C. Niebling   | 1.00      | 100.00      | 100.00     |
| 5/11/2016  |                | Project Work  | 0.00      | C@1         |            |
| WIP  |                | Hollis        | 0.00      |             |            |
| Confirmation of tour details; email with T. Fareed, R. Mann, D. Henry; ll(8) |                |               | 0.00      |             |            |
| 139554   | TIME           | C. Niebling   | 0.75      | 100.00      | 75.00      |
| 5/16/2016  |                | Project Work  | 0.00      | C@1         |            |
| WIP  |                | Hollis        | 0.00      |             |            |

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| Slip ID        | Dates and Time  | User         | Units     | Rate        | Slip Value |
|----------------|---|--------------|-----------|-------------|------------|
| Posting Status |   | Activity     | DNB Time  | Rate Info   |            |
| Description    |   | Client       | Est. Time | Bill Status |            |
|                |   | Reference    | Variance  |             |            |
|                | Finalize tour details; phone conf. DH; email ESWG; II(8)  |              |           | 0.00        |            |
| 139555         | TIME  | C. Niebling  | 3.25      | 100.00      | 325.00     |
| 5/17/2016      |   | Project Work | 0.00      | C@1         |            |
| WIP            |   | Hollis       | 0.00      |             |            |
|                | Mtg with DH, Dana Nute, RBG; review baseline doc; email to ESWG re: 5/19 mtg agenda; II(11) & II(12)  |              | 0.00      |             |            |
| 139559         | TIME  | C. Niebling  | 1.08      | 100.00      | 108.33     |
| 5/18/2016      |   | Project Work | 0.00      | C@1         |            |
| WIP            |   | Hollis       | 0.00      |             |            |
|                | Mtg. with DH; review materials for 5/19 ESWG mtg  |              |           | 0.00        |            |
| 139564         | TIME  | C. Niebling  | 4.17      | 100.00      | 416.67     |
| 5/19/2016      |   | Project Work | 0.00      | C@1         |            |
| WIP            |   | Hollis       | 0.00      |             |            |
|                | Mtg with DH; revise scope of work; attend ESWG meeting; II(6)   |              | 0.00      |             |            |
| 139565         | TIME  | C. Niebling  | 1.67      | 50.00       | 83.33      |
| 5/19/2016      |   | Travel       | 0.00      | C@2         |            |
| WIP            |   | Hollis       | 0.00      |             |            |
|                | Travel to/from Hollis ESWG mtg  |              | 0.00      |             |            |
| 139566         | TIME  | C. Niebling  | 2.42      | 100.00      | 241.67     |
| 5/19/2016      |   | Meeting      | 0.00      | C@1         |            |
| WIP            |   | Hollis       | 0.00      |             |            |
|                | Prep for, attend Hollis ESWG mtg  |              | 0.00      |             |            |
| 139570         | EXP   | C. Niebling  | 94        | 0.54        | 50.76      |
| 5/19/2016      |   | \$mileage    |           |             |            |
| WIP            |   | Hollis       |           |             |            |
|                | Roundtrip Concord to Hollis to Concord  |              |           |             |            |
| 139571         | TIME  | C. Niebling  | 2.33      | 100.00      | 233.33     |
| 5/23/2016      |   | Project Work | 0.00      | C@1         |            |
| WIP            |   | Hollis       | 0.00      |             |            |
|                | Revise scope of work per Rob Mann direction; discuss with D. Henry; amend contract document for review by R. Mann/T. Fareed.; II(6) & II(8) |              | 0.00      |             |            |

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| Slip ID   | Dates and Time | User         | Units     | Rate        | Slip Value |
|---|----------------|--------------|-----------|-------------|------------|
| Posting Status                                      |                | Activity     | DNB Time  | Rate Info   |            |
| Description   |                | Client       | Est. Time | Bill Status |            |
|   |                | Reference    | Variance  |             |            |
| 139574  | TIME           | C. Niebling  | 2.00      | 50.00       | 100.00     |
| 5/24/2016   |                | Travel       | 0.00      | C@2         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Travel to, from Second Nature Academy, Nashua;      |                |              | 0.00      |             |            |
| II(8)   |                |              |           |             |            |
| 139575  | TIME           | C. Niebling  | 2.01      | 100.00      | 200.97     |
| 5/24/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Revise scope of work; phone conf R. Mann; tour      |                |              | 0.00      |             |            |
| Second Nature Academy; II(6) & II(8)                |                |              |           |             |            |
| 139583  | TIME           | C. Niebling  | 0.83      | 100.00      | 83.33      |
| 5/25/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Prep for 5/26 tour; II(8)                           |                |              | 0.00      |             |            |
| 139585  | TIME           | C. Niebling  | 1.67      | 50.00       | 83.33      |
| 5/26/2016   |                | Travel       | 0.00      | C@2         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Roundtrip travel, Concord to Hollis                 |                |              | 0.00      |             |            |
| 139586  | TIME           | C. Niebling  | 9.50      | 100.00      | 950.00     |
| 5/26/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Tour Mascenic SD, New Ipswich; High Mowing          |                |              | 0.00      |             |            |
| School, Wilton; Mem. Elementary School, Newton;     |                |              |           |             |            |
| de-brief and discussion with HSB and ESWG           |                |              |           |             |            |
| members; II(8)                                      |                |              |           |             |            |
| 139587  | EXP            | C. Niebling  | 94        | 0.54        | 50.76      |
| 5/26/2016   |                | \$mileage    |           |             |            |
| WIP   |                | Hollis       |           |             |            |
| Round trip mileage, Concord to Hollis               |                |              |           |             |            |
| 139591  | TIME           | C. Niebling  | 0.33      | 100.00      | 33.33      |
| 5/27/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Draft June 13 public forum agenda; email T. Fareed; |                |              |           | 0.00        |            |
| IV(22)  |                |              |           |             |            |

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| Slip ID  | Dates and Time | User         | Units     | Rate        | Slip Value |
|--|----------------|--------------|-----------|-------------|------------|
| Posting Status   |                | Activity     | DNB Time  | Rate Info   |            |
| Description  |                | Client       | Est. Time | Bill Status |            |
|  |                | Reference    | Variance  |             |            |
| 139596   | TIME           | C. Niebling  | 1.42      | 100.00      | 141.67     |
| 5/31/2016  |                | Project Work | 0.00      | C@1         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Draft public forum agenda, circulate to ESWG; mtg.<br>w/ D. Henry; review summary notes from tours,<br>circulate to ESWG; II(9) & IV(22) |                |              |           | 0.00        |            |
| 139716   | TIME           | C. Niebling  | 1.17      | 100.00      | 116.67     |
| 6/1/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Mtg with D. Henry re: redraft of PPP; email R.<br>Mann, T. Fareed; II(6)   |                |              | 0.00      |             |            |
| 139717   | TIME           | C. Niebling  | 0.33      | 100.00      | 33.33      |
| 6/2/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Review D. Henry draft of tour summary notes; mtg<br>with D. Henry; II(9)   |                |              | 0.00      |             |            |
| 139718   | TIME           | C. Niebling  | 1.08      | 100.00      | 108.33     |
| 6/6/2016   |                | Meeting      | 0.00      | C@1         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Meeting with Hollis ESWG   |                |              | 0.00      |             |            |
| 139719   | TIME           | C. Niebling  | 1.67      | 50.00       | 83.33      |
| 6/6/2016   |                | Travel       | 0.00      | C@2         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Travel to, from Hollis ESWG meeting  |                |              | 0.00      |             |            |
| 139720   | TIME           | C. Niebling  | 0.75      | 100.00      | 75.00      |
| 6/7/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Mtg with D. Henry re: PPT slides for public forum;<br>revise 6/13 agenda; IV(22)   |                |              | 0.00      |             |            |
| 139721   | TIME           | C. Niebling  | 0.42      | 100.00      | 41.67      |
| 6/10/2016  |                | Project Work | 0.00      | C@1         |            |
| WIP  |                | Hollis       | 0.00      |             |            |
| Review comments on draft PPT slides for forum;<br>email T. Fareed, R. Mann; D. Henry; IV(22)   |                |              | 0.00      |             |            |



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| Slip ID   | Dates and Time | User         | Units     | Rate        | Slip Value |
|---|----------------|--------------|-----------|-------------|------------|
| Posting Status  |                | Activity     | DNB Time  | Rate Info   |            |
| Description   |                | Client       | Est. Time | Bill Status |            |
|   |                | Reference    | Variance  |             |            |
| 139722  | TIME           | C. Niebling  | 1.42      | 100.00      | 141.67     |
| 6/13/2016   |                | Meeting      | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Attend Hollis ESWG public forum at HUES; IV(23)                                       |                |              | 0.00      |             |            |
| 139723  | TIME           | C. Niebling  | 1.67      | 50.00       | 83.33      |
| 6/13/2016   |                | Travel       | 0.00      | C@2         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Round trip travel to Hollis ESWG mtg, from Concord/Boscawen                           |                |              | 0.00      |             |            |
| 139724  | TIME           | C. Niebling  | 0.33      | 100.00      | 33.33      |
| 6/20/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Revise scope of work for 6/23 ESWG meeting; II(6)                                     |                |              |           | 0.00        |            |
| 139725  | TIME           | C. Niebling  | 1.33      | 100.00      | 133.33     |
| 6/22/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Mtg with D. Henry re: work planning; prep for 6/23 ESWG mtg including progress report |                |              | 0.00      |             |            |
| 139726  | TIME           | C. Niebling  | 1.67      | 50.00       | 83.33      |
| 6/23/2016   |                | Travel       | 0.00      | C@2         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Travel to, from ESWG meeting, Hollis  |                |              | 0.00      |             |            |
| 139727  | TIME           | C. Niebling  | 2.33      | 100.00      | 233.33     |
| 6/23/2016   |                | Meeting      | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Prep for, attend Hollis ESWG mtg; prep progress report                                |                |              | 0.00      |             |            |
| 139728  | EXP            | C. Niebling  | 82        | 0.54        | 44.28      |
| 6/23/2016   |                | \$mileage    |           |             |            |
| WIP   |                | Hollis       |           |             |            |
| Round trip Concord to Hollis  |                |              |           |             |            |
| 139729  | TIME           | C. Niebling  | 0.92      | 100.00      | 91.67      |
| 6/24/2016   |                | Project Work | 0.00      | C@1         |            |
| WIP   |                | Hollis       | 0.00      |             |            |
| Phone conf T. Fareed re: follow up to ESWG  |                |              | 0.00      |             |            |

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| Slip ID     | Dates and Time                                   | User Activity | Units     | Rate        | Slip Value |
|-------------|--|---------------|-----------|-------------|------------|
|             | Posting Status                                   | Client        | DNB Time  | Rate Info   |            |
|             | Description                                      | Reference     | Est. Time | Bill Status |            |
|             |  |               | Variance  |             |            |
|             | meeting; draft heating systems requirements      |               |           |             |            |
|             | document outline; email summary and draft to D.  |               |           |             |            |
|             | Henry; II(7)                                     |               |           |             |            |
| 139730      | TIME   | C. Niebling   | 0.42      | 100.00      | 41.67      |
| 6/27/2016   |  | Project Work  | 0.00      | C@1         |            |
| WIP         |  | Hollis        | 0.00      |             |            |
|             | Phone conf D. Henry re: discuss requirements     |               | 0.00      |             |            |
|             | document draft; II(7)                            |               |           |             |            |
| 139731      | TIME   | C. Niebling   | 0.75      | 100.00      | 75.00      |
| 6/30/2016   |  | Project Work  | 0.00      | C@1         |            |
| WIP         |  | Hollis        | 0.00      |             |            |
|             | Research oil/propane system vendors; email C.    |               | 0.00      |             |            |
|             | Stoll, E. Hinckley; II(10)                       |               |           |             |            |
| 139735      | TIME   | C. Niebling   | 0.62      | 100.00      | 61.67      |
| 7/6/2016    |  | Phone conf    | 0.00      | C@1         |            |
| WIP         |  | Hollis        | 0.00      |             |            |
|             | Phone conf D. Henry re: requirements document;   |               | 0.00      |             |            |
|             | revise contract scope of work; email R. Mann, T. |               |           |             |            |
|             | Fareed, D. Henry; II(6)/II(7)                    |               |           |             |            |
| Grand Total |  |               |           |             |            |
|             |  | Billable      | 57.90     |             | 5333.42    |
|             |  | Unbillable    | 0.00      |             | 0.00       |
|             |  | Total         | 57.90     |             | 5333.42    |

## DDH hours working and traveling on Hollis Schools Project May 4, 2016 to July 11, 2016

| Date      | Project | Project Code             | Task     | Notes   | Hours |      |
|-----------|---------|--------------------------|----------|---|-------|------|
| 5/4/2016  | Hollis  | II - 8                   | Research | Review tour scope w CN and prep for ESWG tonight  | 5     |      |
| 5/5/2016  | Hollis  | II - 8, II - 12          | Admin    | CN re tour, Mick Dunn, Dana Nute (DN) - Resilient Buildings Group (RBG) re technical sub-group  | 1     |      |
| 5/9/2016  | Hollis  | II - 8                   | Research | Dennis Gleason - Second Nature Academy, Paul Leveille (RBG) re building details of 2nd Nature Academy, CN re tour                                     | 0.3   |      |
| 5/16/2016 | Hollis  | II - 8                   | Research | Dennis Gleason- 2nd Nature Acad, CN details of tour   | 0.2   |      |
| 5/17/2016 | Hollis  | II - 8, II - 11; II - 12 | Meetings | CN, DN, Mick Dunn of Shift NRG - timing and details for tour of Sanborn School  | 5.2   |      |
| 5/18/2016 | Hollis  | II - 7                   | Research | Met with CN, prepared baseline graphs   | 4     |      |
| 5/18/2016 | Hollis  |                          | Travel   | To and from Hollis  |       | 1.67 |
| 5/19/2016 | Hollis  | II - 6                   | Meetings | Presentation to ESWG  | 3     |      |
| 5/20/2016 | Hollis  | II - 6                   | Meetings | Charlie debrief, answering Paul Happy's letter  | 1.6   |      |
| 5/23/2016 | Hollis  | II - 6, II - 8           | Admin    | Dennis Gleason - 2nd Nat Acad, Charlie prep of outline, Paul Happy discussion of letter   | 4.7   |      |
| 5/24/2016 | Hollis  | II 6, II - 8             | Admin    | Charlie, review Venu proposal, Robb Mann phone call, <b>Tour of 2nd Nature Acad</b> Paul H, Tammy F, Mike E, Dennis G, Jack, Skilling, Kwh Management | 3.5   |      |
| 5/24/2016 | Hollis  |                          | Travel   | Travel to and from tour @ 2nd Nat. Academy  |       | 2    |
| 5/25/2016 | Hollis  | II - 8                   | Research | Prep for meeting & Tour of three schools Sanborn, Messenic, High Mowing   | 3.3   |      |
| 5/26/2016 | Hollis  | II - 8                   | Meetings | Tour of schools Sanborn, Messenic, High Mowing  | 9.5   |      |
| 5/26/2016 | Hollis  |                          | Travel   | To and from Hollis  |       | 1.67 |
| 5/27/2016 | Hollis  | II - 8                   | Research | Mark Froling follow up with details on High Mowing data needed for summary  | 0.9   |      |
| 5/30/2016 | Hollis  | II - 9; IV - 22          | Research | Tour summary  | 1.6   |      |
| 5/31/2016 | Hollis  | II - 9                   | Research | Tour summary, PPD revision, prep for 6/13/ public forum, Mick Dunn, Froling details   | 5.3   |      |
| 6/1/2016  | Hollis  | II - 9                   | Admin    | Misc materials for Rob & Tammy following up on tour.  | 0.5   |      |
| 6/2/2016  | Hollis  | II - 9                   | Research | Kelly at Froling, research and editing tour summary   | 5     |      |
| 6/3/2016  | Hollis  | II - 9                   | Research | Answering Tammy's Questions and Tour summary  | 3     |      |
| 6/6/2016  | Hollis  |                          | Travel   | Drive time  |       | 1.67 |
| 6/6/2016  | Hollis  |                          | Meetings | ESWG meeting  | 1     |      |
| 6/7/2016  | Hollis  | IV - 22                  | Research | Work on Power Point (PPT) for Public Forum  | 4.8   |      |
| 6/9/2016  | Hollis  | IV - 22                  | Meetings | CN and PPT for public forum review  | 1.5   |      |

|                               |        |         |             |   |     |       |
|-------------------------------|--------|---------|-------------|---|-----|-------|
| 6/10/2016                     | Hollis | II - 9  | Research    | Revising tour notes per request of Rob Mann so they can be posted w/o financial data. Answering Tammys questions                    | 1.9 |       |
| 6/13/2016                     | Hollis | IV - 23 | Meetings    | Public meeting talk   | 1.5 |       |
| 6/13/2016                     | Hollis |         | Travel      | Travel to and from public meeting   |     | 1.67  |
| 6/21/2016                     | Hollis | II - 6  | Research    | Review contract rewrite as per the committee request  | 0.4 |       |
| 6/23/2016                     | Hollis | II - 6  | Meetings    | Prep for tonight's ESWG meeting   | 1.1 |       |
| 6/23/2016                     | Hollis |         | Travel      | Travel to and from ESWG meeting   |     | 1.67  |
| 6/23/2016                     | Hollis |         | Meetings    | Meeting with Hollis ESWG at HUES with CN  | 1.8 |       |
| 6/27/2016                     | Hollis | II-7    | Admin       | Review of layout of report for ESWG with CN   | 0.4 |       |
| 7/1/2016                      | Hollis | II-7    | Research    | Work on report requested by ESWG for goals and requirements   | 1.6 |       |
| 7/4/2016                      | Hollis | II-7    | Research    | Work on report requested by ESWG for goals and requirements   | 0.7 |       |
| 7/5/2016                      | Hollis | II-7    | Research    | HUES & HPS Baseline conditions and goals for both schools   | 2.1 |       |
| 7/6/2016                      | Hollis | II-7    | Admin       | Talk with Charlie re contract and requirements doc. Talked with Rob Mann re requirements doc and pilot. Set up meeting w Mick Dunn. | 1.8 |       |
| 7/6/2016                      | Hollis | II - 14 | Research    | Tammy discussion of pilot idea  | 0.9 |       |
| 7/7/2016                      | Hollis | II - 7  | Research    | Final Goals revision and review of PV concepts  | 0.8 |       |
| 7/9/2016                      | Hollis | II - 14 | Phone Calls | - Conversation with Tammy re Monday tour of HPS   | 0.6 |       |
| 7/10/2016                     | Hollis | II - 14 | Admin       | Prep for tomorrow's tour of HPS & updated usage graphs to include 2016 for HPS and HUES   | 2   |       |
| 7/11/2016                     | Hollis |         | Travel      | Tour of HPS to and from Andy Corey, Paula Izbicki, Tammy, Mike, Chuck, Ed, and Mick Dunn to review Pilot opportunity at HPS         |     | 1.67  |
| 7/11/2016                     | Hollis |         | Meetings    |   | 3.2 |       |
| Total Hours - Worked & Travel |        |         |             |   | 86  | 12.02 |



**Contract between Hollis School District  
Innovative Natural Resource Solutions LLC for  
Consulting Services**

THIS AGREEMENT made this \_\_\_\_ day of July, 2016, is by and between Hollis School District, hereinafter "Hollis" or "Client", with a principal place of business at 4 Lund Lane, Hollis NH, 03049 and Innovative Natural Resource Solutions LLC, a New Hampshire Limited Liability Company with a principal place of business at 37 Old Pound Road, Antrim, NH 03440, hereinafter "INRS" or "Contractor".

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, the Contractor agrees with the Client to perform the services and projects described in Attachment A, hereinafter, the "Contract", for the period beginning on June \_\_, 2016 to March 31, 2017, unless mutually agreed upon by the parties. The following attachments are hereby incorporated into this contract by reference:

- ATTACHMENT A - Project Summary
- ATTACHMENT B - Detailed project scope and break-down of estimated cost of project study; Gantt Chart summarizing timeline for completion of tasks and deliverables
- ATTACHMENT C - Payment and other Provisions

IN WITNESS WHEREOF, Client and the Contractor have executed this Contract in two originals as of the day and year first above written.

CLIENT:  
Hollis School District

CONTRACTOR:  
Innovative Natural Resource Solutions LLC

By: \_\_\_\_\_

Robert Mann, Chair, School Board

By: \_\_\_\_\_

Charles A. Levesque, President

## **ATTACHMENT A**

### **Project Summary**

The Hollis School District wishes to consider a range of energy measures that will improve building performance and comfort and result in the most cost effective thirty-year energy consumption in the Hollis Upper Elementary School and Primary School. To this end the contractor will review a range of alternative energy improvement measures to include, but not be limited to, heat sources, distribution systems, electrical savings and building shell components. Emphasis in this review will be on a range of conventional fossil and renewable heating technologies, and efficiency measures that lower overall heat load, enhance the building comfort, and improve the overall educational environment. These improvements as a whole are designed to enhance the comfort and long-term cost effective energy usage in these public school buildings for the next 30 years, and be financed in a manner that will allow annual savings in energy costs to offset debt and other forms of capital financing used to pay for this project.

#### **1.0 Recommendation for the Most Economical Energy System**

Given that current building characteristics and heating plant configuration are many times oversized for the needs of the Hollis Primary and Upper Elementary School buildings, Contractor will develop in an open and transparent manner with the ESWG the most cost effective solution to the energy needs of these two buildings.

This eventual solution must seek to find not only the most cost effective solution but also within that framework improve wherever possible the educational environment and comfort of both schools.

To achieve this Contractor will evaluate a wide variety of heating and energy technologies that can most cost effectively achieve this goal, as directed by Warrant Article 4. These will include but not be limited to the following: conventional heating oil (and/or propane), central district wood heating, individual building wood heating, geothermal heat pumps, air source heat pumps, solar thermal hot air system, solar thermal hot water system, and solar photovoltaic system to drive either heat pumps or other heat emitting sources.

#### **2.0 Energy Efficiency Requirements**

1. In parallel to evaluating the various heating systems, Contractor will also review various energy efficiency measures which may help to lower the current peak and base heat loads for both Schools. Contractor will use the ASHRAE Level III Energy Audit documents; the wood chip and pellet central heating feasibility studies commissioned by the HEC; consult with both schools' maintenance directors as to their recommendations; consult with appropriate vendors; consult with the ESWG; and use personal knowledge and best professional judgment to evaluate these options.
2. Contractor will request best cost estimates from qualified and experienced vendors for various options with examples from similar projects which they have completed.
3. Vendor estimates where possible should indicate how that vendor would address energy efficiency measures in conjunction with proposed heat sources and other relevant measures and what the collective cost impact would be on total building peak and average heat and electric loads.
4. Once Contractor has the energy efficiency measures and conventional fossil and alternative heating sources identified, Contractor will work with Energy Study Working Group (ESWG)

members, vendors, and the technical team to prioritize the top five cost effective energy system scenarios and review them with the IESWG for further input and suggestions.

5. For each energy system scenario Contractor will assess the following data:
  - a. Procurement Cost
  - b. 30 years life cycle cost (operations and Maintenance cost)
  - c. Applicable grants, rebates and thermal RHCs
  - d. Net Present Value
  - e. Return on Investment

### **3.0 PV Solar Electrical Energy Solution**

Contractor will also work with the Hollis Energy Committee members Woody Hayes and Paul Happy to design, and estimate the cost of developing a 100KW PV Solar system and how it might best benefit the goals of the project.

### **4.0 Hollis School Board Public Forum Presentations**

Once the best top three comprehensive heating/efficiency alternatives are determined Contractor will continue to work in collaboration with IESWG to help prepare **data supported presentations** for public forums and final recommendations to support the best financial options for the project including but not limited to a potential warrant article to request bond and/or other financing approval in a timely manner to meet all town warrant article deadlines.

Contractor is being retained by Client to conduct the study as summarized in detailed steps in Attachment B. The scope of work is broken into phases, with each phase to be completed on or around successive monthly meetings of the Hollis School Board. Contractor will be responsible for timely completion of tasks and deliverables for each phase of work, with invoicing and payment contingent on satisfactory acceptance by the Hollis School Board. Contractor shall sub-contract with D. Dickinson Henry of HotZero and other sub-contractors for purposes of completing the work, set forth in detail in Attachment B.

## Attachment B

### Work Tasks and Deliverables, Estimate of Project Costs, and Gantt Chart Timeline

Work tasks, deliverables and a timeline for completion of the work are outlined in the excel table in Attachment B, Scope of Work Milestones and Estimated Cost. Allocation of time within project phases are estimates and Contractor reserves right to reallocate time among phases, with Client's consent. A Gantt chart summarizes the chronological timing of specific tasks under each phase of the project.

The total not to exceed project budget is \$79,500.00.

#### Hollis Energy Project INRS/Hot Zero Scope of Work Milestones and Estimated Cost

| Project Phase | Milestone Summary & Item Number               | Details of Work   | Estimated Hours and Cost INRS/HotZero | Subcontracted Expertise and Estimated Cost | HSB Meeting for Approval and Authority to Invoice |
|---------------|---|---|---------------------------------------|--|---|
| II            | Baseline Data Development & Vendor Engagement |   |                                       |  | July 6 HSB mtg                                    |
| II            | 6   | Develop and review detailed project scope with HSB energy study working group (ESWG)  | 10                                    |  |   |
| II            | 7   | With consent of ESWG, develop requirements document that includes following: building performance criteria, code requirements, potential future condition, and specific heating system criteria for use with vendors. | 5                                     |  |   |
| II            | 8   | Hold May field trips for ESWG - Mascenic School District, High Mowing, Sanborn, Second Nature Academy - which will require two days   | 20                                    |  |   |
| II            | 9   | Work with ESWG to develop materials for energy study web page and other outreach tools for keeping community informed of project progress, including monthly progress reports, and tours summary                      | 10                                    |  |   |
| II            | 10  | Identify conventional fossil and renewable heating system vendors   | 5                                     |  |   |
| II            | 11  | Confer with ESWG on the role of other outside expertise: e.g. Resilient Buildings Group, John Penney Consulting Engineers -- to   | 5                                     |  |   |

|   |    |  |           |  |
|---|----|--|-----------|--|
|   |    | help in specifying building parameters and develop range of conventional fossil and renewable heating/efficiency options   |           |  |
| II  | 12 | Organize INRS/HotZero technical team: Resilient Buildings Group; John Penney Consulting Engineers; possible energy modeler | 15        |  |
| II  | 13 | Research, develop a list of recommended vendors for review by ESWG   | 10        |  |
| II  | 14 | Communicate with selected vendors, both heating and other  | 15        |  |
| <b>Estimated Hours and Cost, Phase II</b> |    |  | <b>95</b> |  |

|  |   |  |           |  |                         |
|--|---|--|-----------|--|-------------------------|
| III  | <b>Grant, Loan, and Financing Research and Applications</b> |  |           |  | <b>August 1 HSB Mtg</b> |
| III  | 15  | Prepare preliminary list of grant, loan, and financing opportunities based on alternative project scenarios. Who will fund what? | 15        |  |                         |
| III  | 16  | Pair funding alternatives with project scenarios, application deadlines if known and factor likelihood of success                | 15        |  |                         |
| III  | 17  | Present concepts at ESWG meetings  | 5         |  |                         |
| III  | 18  | Prepare appropriate grant applications with acceptance contingent upon bond passage in March 2017                                | 50        |  |                         |
| <b>Estimated Hours and Cost, Phase III</b> |   |  | <b>85</b> |  |                         |

|    |                           |   |    |                |                         |
|----|---------------------------|---|----|----------------|-------------------------|
| IV | <b>First Public Forum</b> |   |    |                | <b>August 1 HSB mtg</b> |
| IV | 19                        | Secure cost estimates from conventional fossil and renewable heating system vendors   | 25 | Technical Team |                         |
| IV | 20                        | Refine least cost conventional fossil and renewable heating system/efficiency options and gain consensus support for focused range of options from the ESWG | 15 | Technical Team |                         |
| IV | 21                        | Conduct initial technical and financial analysis of selected options based on input from vendors and ESWG   | 15 | Technical Team |                         |
| IV | 22                        | Plan and promote first public forum to present project information to date  | 10 |                |                         |
| IV | 23                        | Hold first public forum on June 13  | 5  |                |                         |
| IV | 24                        | Narrow scope of conventional fossil   | 15 | Technical Team |                         |

|   |    |  |            |                |  |
|---|----|--|------------|----------------|--|
|   |    | and renewable heating project options based on technical and financial analysis, and ESWG and technical team input |            |                |  |
| IV  | 25 | Working with HEC members Paul Happy and Woody Hayes, develop analysis of 100 kw solar PV installation              | 15         |                |  |
| V   | 26 | Confer with ESWG on refined technical and financial analysis based on additional information                       | 10         | Technical Team |  |
| <b>Estimated Hours and Cost, Phase IV</b> |    |  | <b>110</b> |                |  |

|  |                            |  |           |  |                          |
|--|----------------------------|--|-----------|--|--------------------------|
| V  | <b>Second Public Forum</b> |  |           |  | <b>October 5 HSB mtg</b> |
| V  | 27                         | Provide public with periodic updates on project, including posting of monthly progress reports | 5         |  |                          |
| V  | 28                         | Plan field trip(s) for public to visit other school facilities during October                  | 5         |  |                          |
| V  | 29                         | Plan and promote second public forum to present refined project information                    | 5         |  |                          |
| V  | 30                         | Hold second public forum mid/late October  | 5         |  |                          |
| <b>Estimated Hours and Cost, Phase V</b> |                            |  | <b>20</b> |  |                          |

|   |   |   |           |                |                           |
|---|---|---|-----------|----------------|---------------------------|
| VI  | <b>Town Budget Process and Third Public Forum</b> |   |           |                | <b>December 7 HSB mtg</b> |
| VI  | 31  | Work closely with technical team and ESWG to narrow focus of conventional fossil and renewable heating options, and solar PV installation, for further technical and financial analysis | 30        | Technical Team |                           |
| VI  | 32  | Present final recommendations to ESWG   | 10        |                |                           |
| VI  | 33  | Prepare presentation materials for Hollis budget committee and third public forum   | 15        |                |                           |
| VI  | 34  | Continue to provide updates to website and other public outreach  | 10        |                |                           |
| VI  | 35  | Plan, promote and hold third public forum mid/late November   | 10        |                |                           |
| <b>Estimated Hours and Cost, Phase VI</b> |   |   | <b>75</b> |                |                           |

|     |                                   |  |  |  |                                 |
|-----|-----------------------------------|--|--|--|---------------------------------|
| VII | <b>Budget and School District</b> |  |  |  | <b>February 1, 2017 HSB Mtg</b> |
|-----|-----------------------------------|--|--|--|---------------------------------|



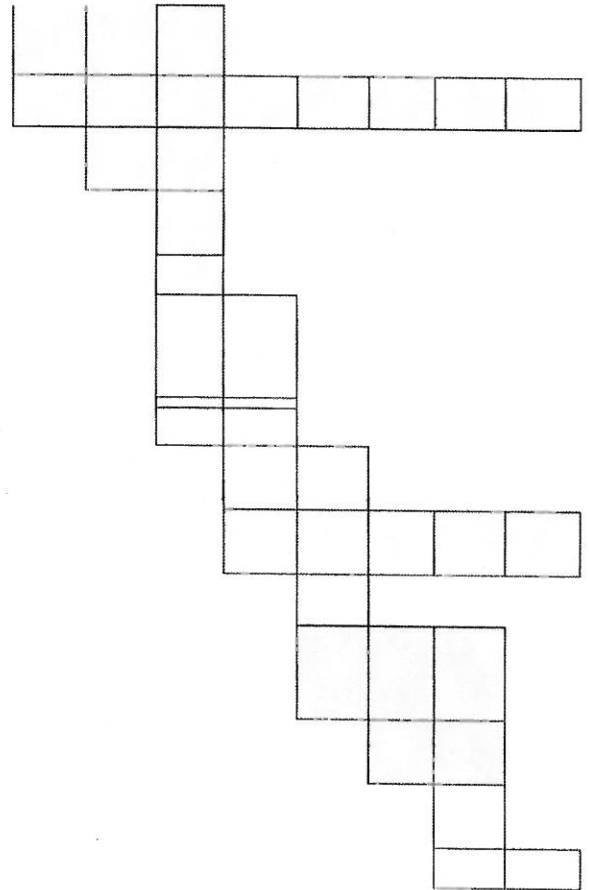
|  |                            |  |           |  |  |
|--|----------------------------|--|-----------|--|--|
|  | <b>Meeting Preparation</b> |  |           |  |  |
| VII  | 36                         | Prepare informational materials for budget and school district meetings; assist HSB in drafting of warrant article, as appropriate | 20        |  |  |
| VII  | 37                         | Assist with final public outreach in months prior to school district meeting   | 15        |  |  |
| <b>Estimated Hours and Cost, Phase VII</b> |                            |  | <b>35</b> |  |  |

|   |                                |  |  |                                  |                              |
|---|--------------------------------|--|--|----------------------------------|------------------------------|
| VIII  | <b>School District Meeting</b> |  |  |                                  | <b>April 5, 2017 HSB Mtg</b> |
| VIII  | 38                             | Attend school district meeting to act as resource, as appropriate. | 5  |                                  |                              |
| VIII  | 39                             | Project complete; final report and invoice.                        | 10   |                                  |                              |
| <b>Estimated Hours and Cost, Phase VIII</b>   |                                |  | <b>15</b>  |                                  |                              |
| <b>Total INRS/HotZero Hours and Cost Phases II-VIII</b>                                   |                                |  | <b>435</b>   | <b>Not to exceed \$43,500.00</b> |                              |
| <b>Project Expenses (printing, photocopying, mileage at the IRS rate of \$0.54/mile).</b> |                                |  |  | <b>Not to exceed \$2,000.00</b>  |                              |
|   |                                |  | <b>Sub-Contractors</b>                             | <b>Not to exceed</b>             |                              |
| Resilient Buildings Group (RBG)   |                                |  |  | <b>\$15,000.00</b>               |                              |
| Mechanical/HVAC Engineer  |                                |  |  | <b>\$10,000.00</b>               |                              |
| Energy Modeler/Architect  |                                |  |  | <b>\$9,000.00</b>                |                              |
| <b>Estimated Cost of Subcontractors</b>   |                                |  |  | <b>\$34,000.00</b>               |                              |
|   |                                |  | <b>Total Not to Exceed INRS and Subcontractors</b> | <b>\$79,500.00</b>               |                              |

## Hollis School Energy Project Gantt Chart

[illegible]

|      |    |   |
|------|----|---|
| IV   | 26 | Confer with ESWG on refined technical and financial analysis based on additional information  |
| V    | 27 | Provide public with periodic updates on project, including posting of monthly progress reports  |
| V    | 28 | Plan field trip(s) for public to visit other school facilities during October   |
| V    | 29 | Plan and promote second public forum to present refined project information   |
| V    | 30 | Hold second public forum mid/late October   |
| VI   | 31 | Work closely with technical team and ESWG to narrow focus of conventional fossil and renewable heating options, and solar PV installation, for further technical and financial analysis |
| VI   | 33 | Present final recommendations to ESWG   |
| VI   | 34 | Prepare presentation materials for Hollis budget committee and third public forum   |
| VI   | 35 | Continue to provide updates to website and other public outreach  |
| VI   | 36 | Plan, promote and hold third public forum mid/late November   |
| VII  | 37 | Prepare informational materials for budget and school district meetings; assist HSB in drafting of warrant article, as appropriate  |
| VII  | 38 | Assist with final public outreach in months prior to school district meeting  |
| VIII | 39 | Attend school district meeting to act as resource, as appropriate.  |
| VIII | 40 | Project complete; final report and invoice  |



**Attachment C**  
**Payment and other Provisions**

1. **Contract Price.** For work described in this contract under Attachments A and B, Client shall pay Contractor at the hourly rate of \$100.00 per hour up to an amount not to exceed \$43,500.00. Travel time shall be billed at the rate of \$50.00/hour. In addition to hourly rates, Contractor shall bill Client for normal and necessary projects expenses including photocopying and printing, and mileage at the standard IRS rate of \$0.54/mile, up to a total in project expenses not to exceed \$2,000.00. Contract shall also include an amount not to exceed \$34,000.00 for additional subcontractors (building performance expert, HVAC/mechanical engineer, and energy modeler). Selection of subcontractors and budget re-allocation above 10% of total hours within each project phase are subject to consent of Client.
2. **Payment.** Contractor will invoice Client based upon actual hours accrued for each phase of project, as specified in Attachment B, upon acceptance by Client of itemized summary of time with tasks reflecting deliverables in Attachment B. Contractor shall also invoice Client for time and expenses incurred by subcontractors. Payments shall be made net 30 days upon invoice after Hollis School Board meeting at which itemized time and expenses are approved, as set forth in Attachment B. It is understood by Contractor that no payments can be made by Client until beginning of Hollis School District fiscal year on July 1, 2016.
3. **Independence, Liability.** The Contractor is not an employee of Client, but is an independent contractor and will act in an independent capacity. The Contractor and its subcontractors shall indemnify, defend and save harmless Client from liability and any claims, suits, judgments, and damages arising as a result of the Contractor's performance of this contract. Subcontractors will only be hired with the approval of the Client.
4. **No Employee Benefits for Contractor.** The Contractor understands that Client will not provide any health insurance, vacation or sick leave, workers' compensation insurance or other benefits or services, nor will Client withhold federal or state taxes. The Contractor understands that all tax returns required by the Internal Revenue Code, and the State of New Hampshire or any other state, including but not limited to income and withholding must be filed by the Contractor, and information as to the contract income will be provided by Client to the Internal Revenue Service.
5. **Contract Supervision.** On behalf of Client, contract oversight shall be by:  
  
Robert Mann, School Board Chair  
Hollis School District  
4 Lund Lane  
Hollis, NH 03049  
603 244 8495  
[Get2robmann@gmail.com](mailto:Get2robmann@gmail.com)
6. **Contractor contact.** All communications to Contractor shall be made through:  
  
Charles R. Niebling  
Innovative Natural Resource Solutions LLC

72 North Main St.  
Concord NH 03301  
603 965 5434  
niebling@inrsllc.com

7. Amendments to the Contract. Amendments to this contract may be made only after approval of Client and Contractor and written agreement by their authorized representatives on this contract.