

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**BUILDINGS AND GROUNDS**  
**COMMITTEE**  
**March 9, 2020**



These minutes are for  
informational purposes only.

**PRESENT:** Bellerose, Jim; Blackmer, Robert; Morse, David; Rhynhart, Hans; Angell, Jeremy (by phone); Guillot, Bill; Sandford, Chris; Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Carabeau, Garry  
**GUESTS:** Kevin Chrobak

**1. Call to order**

The meeting was called to order by Chairman Blackmer at 6:00 p.m.

**2. Community Participation – None.**

**3. Secretary's Report—Minutes of January 13, 2020**

**MOTION:** (Morse/Rhynhart) To approve the minutes of January 13, 2020. All voted Yes except Bellerose, who abstained.  
Motion Passes.

**4. Academy Building Update**

Architect Kevin Chrobak of Juster Pope and Frazier discussed the different factors that might impact a Board decision about whether or not to automate the clock function in the Academy building spire. A detailed assessment and proposal from the Verdin Company were reviewed. Discussion included safety concerns related to current daily winding and maintenance. Mr. Chrobak suggested an automated system which would safely connect the clock system to the bell function and would allow the control of both operations to be done safely and remotely. Buildings & Grounds Chair Blackmer concurred with Mr. Chrobak, saying that automation was not desirable but necessary for safety. He hoped the restoration work would include using the existing hands on the clock if possible. Mr. Chrobak noted that automating functions in the clock tower will not affect the parameters of the restoration project.

**MOTION:** (Blackmer/Morse) To move forward with Mr. Chrobak's recommendation to modernize the clock tower while retaining the original bell and using the old clock mechanism as part of a future educational display.  
Unanimous

Mr. Chrobak thanked the Woodstock Historic Properties (WHP) members for their support which resulted in The Academy receiving a 100K grant recently. He said, so far WHP has not offered an official opinion about replacement windows although we are currently waiting on a memo from Woodstock's Building Office and Fire Marshal to learn if double-hung windows are recommended for safety reasons. Historian Bob Smith has provided information to Mr. Chrobak about restoring the theater stage on the third floor. The entire Academy Building would likely be closed for student/community use for at least one semester while work is done. The project timetable and using a possible bridge loan was discussed. The committee hopes to approve moving forward with this project at its April meeting.

**5. Discuss Committee Charter**

A few edits were made to the committee charter so approval can be considered at the next meeting.

## 6. Lighting in Parking Lot

Head of School Sandford described ongoing safety issues related to the lighting in the faculty parking lot on North campus. Discussion included hiring a lighting engineer to create a plan and presenting the proposal to PZC at a future date; the role of the Historic Properties Commission with lighting; types of lighting and using timers; and running cable for lighting and cameras through the security grant.

**MOTION:** (Morse/Blackmer) To hire a lighting designer to propose changes to the lighting on North campus.  
Unanimous

## 7. Other

Head of School Sandford updated the group about a few additional items:

- At the moment, our WPCA billing reflects the amount of clean water we pump from our well rather than the amount of water that leaves our campuses. Several meetings have recently occurred with the Woodstock WPCA to consider the cost of our installing a meter that would track the actual volume of water being sent to the water processing plant by The Academy (which is less than how much water gets pumped).
- After those significant power outages, the insurance claims we submitted covered our equipment losses and damages to our roof shingles.

8. Community Participation – None.

## 9. Adjournment

**MOTION:** (Morse/Bellerose) To adjourn the meeting at 7:01 p.m.  
Unanimous

Respectfully submitted,

*Julie Woodland*

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Board Clerk

*The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.*