Tom Gray, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources
Erica Mazzeo, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

Facilities and Operations Committee
Wednesday, October 8, 2025
5:00 p.m. - Freeport High School - Library
Minutes

Committee Members Present**:** Michelle Ritcheson, Maura Pillsbury
Committee Members Absent: Kelly Sink
Administrators in Attendance: Tom Gray, Superintendent; Glen Reynolds, Director of Facilities; Kelly Wentworth, Director of Finance and Human Resources
Guests: Jason Chisholm, Field Maintenance Supervisor

Agenda Items and Discussion:

Meeting called to order at 5:17 p.m.

Motion was made by Michelle Ritcheson seconded by Maura Pillsbury for the addition of item 6 on the agenda.

1. Update on Board Facilities Tour. - Director Reynolds updated the Committee on the scheduling of a full school board tour of our buildings. Michelle Ritcheson suggested that Ginny would send an email to the full Board with some dates for consideration.

2. Update on ADA egress. Director Reynolds updated the committee on the need to have an ADA automatic door opener installed at the front entrance at FHS as there is currently not one. The automatic door opener is scheduled to be installed over December break. Director Reynolds updated the committee that he is working on a short term solution for ramps on various doors at FHS, while working on a long term solution through the budget process.

3. Update on Phase 2 Energy Audit projects- Director Reynolds updated the committee on the Phase 2 projects. Phase 2 projects will be discussed at a joint Finance/Facilities committee meeting scheduled for 12/10/25.

4. Update on request for proposals for tennis court replacement- Director Reynolds updated the committee that we have the scope of work completed. Once that is reviewed by the Director of Finance & HR we can then send it to the newspapers for posting. This should be completed by the end of next week.

5. Turf field update- Field Maintenance Supervisor Jason Chisholm updated the committee on the turf field G-MAX test results. Jason reported that the field passed. It was agreed upon by all that we continue the G-MAX testing every August. Jason mentioned the tentative repair dates for the turf repairs and track striping. At this time the turf repairs are scheduled for 10/14-17th weather permitting. The track striping is scheduled for 10/10-13th weather permitting.

6. Update on Durham Community School Automation System- Director Reynolds updated the committee that the current building automation system at Durham Committee School is in need of replacement. This system runs the heating and ventilation system and is currently scheduled for replacement in phase two of the energy audit upgrades. Director of Finance Wentworth identified the Capital Reserve Account as a possible funding source. Michelle Ritcheson made a motion, seconded by Maura Pillsbury to approve up to $55,000 from Capital Reserves for the building automation system upgrades at Durham Community School. The Board of Directors will need to approve this request at their next meeting.

   Motion to adjourn was made by Michelle Ritcheson second by Maura Pillsbury at 5:59 p.m.

Meeting dates:

November 5, 2025
December 10,
January 14, 2026
February 11, 2026
March 11, 2026
April 8, 2026
May 6, 2026
June 3 2026