Regional School Unit 5
Durham · Freeport · Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

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

Joint Facilities and Operations Committee & Finance Committee Minutes
Wednesday, December 10, 2025
5:00 p.m. - Freeport High School Library

Committee Members Present: Michelle Ritcheson, Kelly Sink, Christopher Savaiano
Committee Members Absent: Karen Breer
Administrators: Superintendent Tom Gray, Director of Facilities & Grounds Glen Reynolds, & Director of Finance & HR Kelly Wentworth

Minutes

Meeting called to order at 5:06 P.M.

1. Capital Planning & Financing Discussion
    a. Energy Audit - Phase 2-
    b. Vehicle & Equipment Replacement Plan - Phase 2
        i. The committees reviewed the listing of the Energy Audit Phase II projects and the FY27 vehicles and equipment proposed for replacement. The joint committee then reviewed the updated financial planning tool, showing the use of $152,364 while also adding $309,466 to the taxation portion of FY27 budget.
        ii. The committee was in support of moving forward with Phase 2. The amounts will move into the FY27 budget proposal and will be reviewed by the full Board of Directors.
    c. FHS Tennis Courts Replacement
        i. Director Reynolds & Director Wentworth reported that the FHS Tennis Court Replacement RFP was sent out. The Superintendent, Director of Facilities & Grounds, and the Director of Finance & HR met November 24th to review the proposals. There was one respondent, CHA Architects. A representative from CHA will be in the district to review the scope of work and to discuss schedule and pricing on December 18th.

2. Other
    a. FHS Pumps- Director Reynolds explained that the variable flow devices in the two stage pumps that run the heat in the Freeport Performing Arts (FPAC) area at Freeport High School are failing and need to be replaced. Director Wentworth identified the Capital

Reserve Account as a possible funding source. Michelle Ritcheson made a motion, seconded by Kelly Sink to approve up to $30,000 from Capital Reserves for the variable flow device replacement in the two stage pumps in the FPAC area at Freeport High School. All members present voted in favor. The Board of Directors will need to approve this request at their next meeting.

b. FY25 Audit Update- Audit continues to progress. Director Wentworth had just replied to the Auditor with a few clarifications.
c. Facilities Energy Audit Lighting Upgrade Update- 100% of the materials and fixtures are in for the Central Office and 95% are in for Pownal Elementary School. Work is scheduled to begin early winter.
d. Next meeting of the Facilities and Operations Committee will be January 14, 2026 @ FHS and the next meeting of the Finance Committee will be January 28, 2026 @ FHS

Meeting adjourned at 6:02 P.M.