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

Facilities and Operations Committee
Wednesday, November 4, 2026 5:00 P.M.
Freeport High school
Minutes

Committee Members Present**:** Melissia Jordon, Michelle Ritcheson
Committee Members Absent: Kelly Sink
Administrators in Attendance: Tom Gray, Superintendent; Glen Reynolds, Director of Facilities; Kelly Wentworth, Director of Finance & HR
Guests: Lauren Fike

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

Agenda Items and Discussion:

1. Phase 1-2 update- FHS roofs, FHS roof top unit in science wing. Director Reynolds informed the committee on the two roof projects at Freeport high school. Director Reyolds shared the process of installing the new roof as well as the different types of material that was used to provide additional safety for workers as well as some additional support to prevent leaks from items dropped from contactors onto the roof. Director Rerynolds also shared an update on the new roof top unit that was installed in the science wing. Board Chair Michelle Ritcheson asked if the unit was a new unit or a newer unit. Director Reynolds mentioned it is a brand new unit as the size of the units haven't really changed over the years. Board Chair Michelle Ritcheson indicated she was surprised that the unit isn't smaller, much like the new boilers there were installed in the basement of the high school.
2. FMS/FHS heat pumps- Director Reynolds shared with the committee the pricing of replacing the two stage heat pumps and variable flow devices. Director Reynolds shared an email from EMC explaining the reasons for the delay in getting the high school heating pumps and variable flow devices completed. Director Reyolds shared that a Freeport Middle school pump failed while gathering prices for the High school heating pumps. Director Reynolds informed the committee while at a supervision meeting with Superintendent Gray, he had asked Director Reynolds to get pricing to install a split unit for the control room in the f-pac. Director Reynolds recommended that the system be part of a phase 3 energy audit project. Kelly Wentworth, Director of Finance & HR shared how the Capital Improvement funds can cover both projects with the funds that were allocated for the roof replacement at Freeport High. The Freeport High roof project was moved to the phase 2 energy project list which freed up the funds for these repairs.
3. MSS Water- Director Reynolds shared with the committee the reason why MSS lost water. A vendor who was tasked by L.L.Bean to remove the sprinkler system for the tent that L.L. Bean installed broke a connection. Maine Water responded along with the town

to assess the situation. Once a plan was in place, Maine Water and the town returned to make the repairs. Director Reynolds shared that Maine Water did not have an updated contact at RSU5 which caused some of the confusion that day. Maine Water now has Director's contact information.

4. FHS Outside Lights- Director Reynolds updated the committee regarding the lower level parking lot lights as well as the walkway lights to the football field. Director Reynolds has met with a vendor to find the cause of the lights not working properly. Director Reynolds will continue to work with the vendor to resolve the issue.
5. DCS Parking lot lights- Director Reynolds shared with the committee that the light pole in the parking lot at DCS has been fully repaired.
6. DCS playground equipment- Director Reynolds shared that the playground equipment that was closed for safety was removed. Director Reynolds shared a playground report from Jason Chisholm who is the Districts Certified Playground inspector as well as a playground audit that was performed by Keith Forest. Keith Forest works for the city of Portland rec department. The reason to have Keith Forest inspecting the playground is to have a third party objectively look at it and analyze the overall condition. Both Jason and Keith assessments were the same that the playground equipment should be removed.
7. Other- Director Reynolds updated the committee on the sewer issue at MSS. The sewer line has been cleared and operational. Director Reynolds informed the committee that in order to properly finalize the clean-up the current moisture barrier will need to be removed. When installing a new moisture barrier a divider will be installed so if future needs require the removal of the moisture barrier we can just remove the area that needs it instead of the whole barrier. Kelly Wentworth, Director of Finance & HR Made a comment about the new tennis courts starting. Director Reynolds shared the tentative timeline that the vendor will continue working until weather doesn't allow them to.

Meeting Adjourned: 5:54 P.M.

Next meeting date:

December 9, 2026- Possible joint meeting with Finance
January 13, 2027
February 10, 2027
March 10, 2027
April 7, 2027
May 5, 2027
June 2, 2027