

# **Chebeague Island School Committee Meeting Minutes**

## **Tuesday, March 6, 2018**

### **Call to Order**

The meeting was called to order at 6:03 pm by Chairperson Jeff Putnam. Present: School Committee members Jeff Putnam, Courtney Doughty, Jen Belesca, Suzanne Rugh and Stephen Todd; school staff Superintendent/Principal Mike Pulsifer; and Town Manager Marjorie Stratton.

### **Flag Salute**

The Pledge of Allegiance was recited.

### **Approval of Agenda**

A motion was made by Stephen Todd and seconded by Jen Belesca to approve the agenda as written. The motion passed 5-0.

### **Approval of Minutes**

A motion was made by Courtney Doughty and seconded by Stephen Todd to approve the School Committee meeting minutes of February 20, 2018 as written. The motion passed 4-0-1 (Rugh).

### **Correspondence**

Jeff Putnam reviewed a letter that he received from Denise Sullivan, the Chebeague Island School Counselor and Occupational Therapist. She asked the SC to consider the move out date in combination with the decrease in class sizes next fall, hoping the construction would wait until after school is out this June to begin.

### **Public Comment**

None

### **Reports**

School Committee Chair: Jeff Putnam reported that he had followed up with David Brunner on what the increased cost would be to make the electrical system at school a 400 amp upgrade. He said it would cost roughly \$5,000 to upgrade from a planned 225 amp system to a 400 amp system.

Superintendent/Principal: Mike Pulsifer said that he had been approached by the Kids Place to see if a potential new Kids Place teacher from the mainland could be granted permission for her child to attend CIS. After a general discussion it was noted that permission would be granted, but transportation costs for the student or parent would not be covered by the school department.

### **Old Business**

School Renovation: The School Committee reviewed an advertisement for bids that will be sent to the pre-qualified bidders. After discussion, some recommendations were made and those will be forwarded to architect David Brunner for his publishing. Some dates to note are as follows:

- Tuesday, April 10 Mandatory Pre-Bid Meeting on Chebeague (time to TBD)
- Friday, April 27 Bids will be opened at Bennett Engineering in Freeport at 2 pm
- Tuesday, June 26 Estimated date for construction to begin and school to be vacant

The School Committee also discussed the Planning Board's recommendation of a new double walled oil tank. After discussion, it was agreed to add this to the building design added costs. It was noted that the estimate to replace the oil tank would be approximately \$5,000. Mike Pulsifer will let David Brunner know of this addition.

A lengthy discussion was held on some items that the School Committee might want to include in the bid plan to contractors, which were not included in the original base plan. Each item would add a cost to the overall renovation budget. A review of those items was done and the School Committee had consensus on the following items:

<u>Addition Discussed</u>	<u>Added Cost</u>	<u>School Committee's Decision</u>
• New Floor Finishes	\$15,000	Wait (more information needed)
• Classroom Casework	\$25,000	Wait
• Corridor Cubbies	\$5,000	Wait
• Exterior Grease Trap	\$12,000	Wait
• New Emergency Generator	\$20,000	Wait (can one be installed for less money?)
• Fiber Cement Siding	\$8,000	Wait
• New Oil Tank	\$5,000	Yes, include in plan to bidders
• 400 Amp Service	\$5,000	Yes, include in plan to bidders
• Unisex Bathroom	\$25,000	Yes, include in plan to bidders

Mike Pulsifer will let David Brunner know of the three additions to the plan.

The School Committee received the second bill from Brunner Architects, and after reviewing it, a motion was made by Stephen Todd and seconded by Suzanne Rugh to pay the \$21,257.98 bill as a special warrant and to take the funds from the Designated Capital Improvement Fund. The motion passed 5-0. Marjorie Stratton said she would process a special warrant for this bill.

A review of the school department's Designated Capital Improvement Fund was done, and it was noted that as of October, 2017 the designated fund had approximately \$150,000 in it. Some recent draw downs to it since October, that amounted to approximately \$48,000, were for the following:

- 1<sup>st</sup> Brunner Architect Bill
- Fire Marshall Fees and Permitting Costs
- Asbestos Assessment Review
- 2<sup>nd</sup> Brunner Architect Bill

It was also noted that any interest costs for a Bond Anticipation Note will be coming from the Designated Capital Improvement Fund. Those exact costs are yet to be decided. Mike Pulsifer did share information from two banks that had agreed to give the town a Bond Anticipation Note for construction. He is still waiting to hear from one more bank. Marjorie Stratton shared with the School Committee that she is working on an application to the Maine Municipal Bond Bank for the twenty-year loan the town will apply for to fund the renovation once the construction is completed. More information will be shared on this as it becomes available.

The School Committee also discussed the relocation of classes that would be needed during the renovation period. The Chebeague Recreation Center has agreed to allow the K-2 and 3-5 classes to use rooms at the CRC. Also, the Kids Place has agreed to allow the Pre-K class to use a room there. It was noted that the Kids Place room for Pre-K would be a good fit, but some questions

were raised about school use and community use at the Recreation Center, and if there was adequate space for both needs. It was agreed that more discussion will be needed on the class placements. The School Committee also asked Mike Pulsifer to check on estimated costs for portable classrooms to inform them for any future discussions on this topic. Mike shared that he has spoken to three different moving companies about moving and storing school equipment during the renovation, and as specific moving dates get clearer, he will have more firm estimates on expenses for moving.

2018/19 Budget: The draft budget that was discussed one last time, and after that review a motion was made by Suzanne Rugh and seconded by Courtney Doughty to approve the School Department budget for 2018/19 in the amount of \$1,193,281. The motion passed 5-0. It was also noted that there is a joint meeting on March 20<sup>th</sup> with the Board of Selectmen to review the school budget.

### **New Business**

None

### **Other Business**

Warrant #17 was reviewed and approval was authorized for the warrant. A review was also done on the school department's spending to date.

### **Adjournment**

Stephen Todd motioned and Jen Belesca seconded to adjourn the School Committee meeting at 7:45 pm. The motion passed 5-0.