

RSU #38 Facilities Committee
Superintendent's Office
November 5, 2018, 8:30 a.m.
Minutes of Meeting

Present: Wendy Brotherlin, Gary Carr, Kaleb Pushard, Alexander Wright, Jay Charette, Brigette Williams

1. Upcoming Public Meetings and Communications Plan - Jay Charette distributed his Communication Plan for Facilities Improvement Bond. This is called a "drip campaign", which means a little information will be distributed at a time. Some additional information was suggested for the public meetings to help citizens understand the reason for the projects that are included in the bond proposal, how not completing these projects will affect students, and the benefits and efficiencies that will be gained by doing the projects. An example of an additional hand out was a floor plan of Manchester Elementary School showing temperature differences in rooms. It was agreed that a one page handout should be mailed to all district households around December 10th. It was also agreed that a postcard should be sent to all district households approximately one week before the vote. Tyler Barter from Oak Point Associates will be joining Jay Charette to make the presentations at the Public Meetings. It was stated the presentations need to include the improvements these projects will include.

2. Enrollment Projections Options - Jay Charette presented two proposals for 10 Year Enrollment Projections. One is from Rebecca Wandell, a consultant from Scarborough. Her proposal quote is \$4,050 and would be completed in January 2019. Jay Charette also received information from NESDEC, a New England school organization that currently is offering a 50% membership fee reduction and would include at no additional cost a 10 year enrollment projection. The membership fee for the first year would be just under \$900. This organization also provides other services for a cost (Best Use Study, Long Range School Master Plan, etc.) that we may want to use in the future if we decide to continue membership after the first year. The committee recommended that we join NESDEC for 2019 and take advantage of the free 10 Year Enrollment Projection.

Next Meeting: December 17, 2018, 8:30 a.m.