

SCHOOL FACILITIES INITIATIVE TASK FORCE SPECIAL MEETING  
THURSDAY, SEPTEMBER 26, 2013 – 6:30 P.M.  
TOWN HALL ANNEX, COMMUNITY ROOM 1

I. ROLL CALL

Present: Ambroise (6:39), Beaulieu, Bresnahan, Bryer, Cabral, DeMatto, Denno,  
Greenleaf, Heller, Koehler, O'Donnell, Semancik, Trejo, Volkmann, Zod  
Staff: Oefinger, McKenna (6:57), Robarge, Bresnyan  
Ex-officio: Hoyt  
Consultant: Mike Zuba

II. APPROVAL OF MINUTES – August 22, 2013

Chairman Heller noted that the cost figures reported in the minutes have been updated by the consultant. A revised PowerPoint presentation with the corrected figures was distributed.

A motion was made by Trejo, seconded by DeMatto, to table approval of the minutes of August 22, 2013.

The motion carried unanimously.

III. PUBLIC COMMUNICATIONS - None

IV. ITEMS OF BUSINESS

a. Board of Education Update – Kirsten Hoyt

Hoyt apologized for not attending more Task Force meetings citing work commitments. She thanked the Task Force for its efforts to date. Hoyt met with the Mayor and Town and Board of Education staff to discuss where the Task Force is at in its process. There are some questions that need to be answered by the Board of Education, teachers, and administrators. The Board will be working on creating more final versions of the vision and educational specifications with a timeline of conducting meetings in October and adopting the plans in early November. She suggested the Task Force could take a break for a couple of months, with the exception of a few housekeeping items.

Ambroise arrived at 6:39 p.m.

b. Visioning Process and Development of Space Plan

Mr. Zuba distributed a PowerPoint presentation entitled “Summary to Date and Next Steps.”

In order to proceed, the Task Force needs updated vision statements from the Board of Education. Tom Jokubaitis will meet with Sean McKenna, teachers and administrators over the

next month on the visioning process. The consultant will then follow up with Bill Robarge, the Director of Facilities and Grounds to discuss physical needs. The Board of Education will then have an opportunity to review the draft documents.

Volkman suggested that there should be more public and Board of Education involvement in the visioning process.

The Town Manager explained that this plan was formulated because the Task Force cannot continue without the Board of Education's input. Whatever process the Board chooses is fine, but the Board must do the work. The consultant and Task Force are trying to fill a void created by the Board of Education and it is reasonable to ask for a time-specific on when the information will be available. It is the Board's choice whether to update the existing vision statements or to create new ones, but the process must move forward.

Zuba agreed that it is important to move forward and stick to the timeline established at the beginning of the process. The Board of Education will have plenty of time to engage and comment on the vision plan. The visioning process will fill in the blanks in the Task Force's efforts by incorporating best practices and updating/modernizing facilities plans.

#### c. School Facilities Initiative Task Force Progress and Next Steps

Mr. Zuba reviewed the PowerPoint presentation and provided a recap of the Task Force's accomplishments. Enrollment projections and diversity information will be updated soon. Mr. Zuba noted the impact that housing has on diversity.

McKenna arrived at 6:57 p.m.

When the Task Force has received all of the information necessary to refine costs, the consultant can develop the community survey. The vision plan and educational specifications will also be used to evaluate specific sites.

The next steps are to refresh the enrollment projections, review cost estimates, and concurrently work with the Board of Education on the visioning process. Mr. Zuba thanked Task Force members for their patience and noted that the process will resume once the information is available from the Board of Education.

Heller directed the Task Force's attention to the slide showing enrollment projections for the two middle schools which shows that the middle school population is migrating to the west side of Town. He suggested that two middle schools will result in redistricting every couple of years. Mr. Zuba explained that a key indicator of student populations is found in the housing analysis. When one area is primarily served by one type of housing, whims in the housing market are going to affect enrollments.

Hoyt and McKenna left the meeting at 7:09 p.m.

d. Committee's Homework

It was agreed that the Task Force would break until December 12<sup>th</sup>. Denno asked for status updates by e-mail. Task Force members were asked to participate in ongoing community engagement and dialog.

V. ADJOURNMENT

A motion was made by Ambroise, seconded by Bryer, to adjourn the meeting 7:18 at p.m.

The motion carried unanimously.