

Present: Kim Appleby (Chair), Tori Manzi, Joanne Richards, Sara Andrews, Rich Barratt, Kristin Collins, Marianne Doyle, Sherry Moody, Beth Fisher, Ron Lamarre, Lavallee Brensinger Architects (LBA)

Committee meeting began at 4:06 PM. Kim reviewed the policy on Advisory Committees and the committee needs to create a new purpose and scope of work. Joanne suggested language that supports the design and construction of the new school. Ron recommended the committee be advisory to the board and have the capacity to make immediate decisions. Tori thought the decision making process needs to allow Beth to make quick decisions during the construction. Kim felt a separate question to the board would be to allow the committee to make decisions on the construction with Beth and the Admin Team able to operate independently up to a certain point. Kim asked Ron what the threshold would be for substantive changes. He thought perhaps \$5,000 but any changes have to be discussed with the engineers and architects as well as school administrators. Tori thought \$10,000 would be a good threshold. Ron added that sometimes things have to be dealt with immediately and may require a conference call.

Kim asked the committee how often they should meet. Tori felt the committee must be open to meeting more than once a month. Ron stated they would need to meet often in the beginning to discuss the nuts and bolts of the building. Ron outlined that he sees meeting every other week to begin with. Kim asked when the committee could meet in between board meetings. The committee agreed the second Monday of each month will work beginning at 4:00 PM. This schedule will begin in January. The committee agreed Kim will continue as Chair.

Ron showed the committee the concept plan for the building. He advised meetings were held with individual staff to drill down into the details of individual programs. Ron outlined staff concerns with access to space, i.e. getting materials into and out of their programs. He discussed safety, security and energy efficiency with access to the building through garage doors. Ron advised a team from LBA and Allied Engineering was in the building this week doing the equipment inventory. He shared details on each program's individual needs in each space. For example, dust control in the Auto Collision and Marine Tech programs. A shared wash bay is planned inside between Auto Collision and Auto Technology. Pre-Engineering and IAT both need more walls for acoustic separation. However, they agreed that sharing space and equipment is a great idea. The plan is to finish the design process by the end of January. Ron discussed having a fire suppression area for Small Engines. Tori questioned the continuation of firefighting due to low enrollment. She would like to see another survey of students done. Beth spoke about exploring an every other year program in conjunction with another CTE school (possibly Waldo Tech). Tori's concern is that firefighting is not a career aspiration in this region. Joanne thought perhaps a program called Public Safety might be an option. The committee discussed changing the name of pre-engineering to something more desirable to students. Ron spoke about designing the space for dual purposes - criminal justice and firefighting / EMT programs. Kim asked if plumbing and electrical could be looked at for Adult Education purposes. Marianne advised homeowner courses (basic) in those areas are currently being taught in Adult Ed. Ron outlined the move of the office space to the front and student dining behind the office. He discussed the sharing of space in the adult and high school medical sciences programs. The school store was discussed as being on the second level near Design Tech and Culinary. The layout of Design Tech would be three spaces in one room. The layouts and drawings will be fully drawn out. The committee discussed a faculty lounge/lunch area. Ron advised the building needs to be reduced in size by 3,000 square feet.

Next month's agenda will be updates from Ron. All committee members will make sure they have gmail accounts so we can meet via Google hangout during inclement weather.

The committee adjourned at 5:30 PM.