

# COLEBROOK SCHOOL DISTRICT

## BUILDING EXPANSION COMMITTEE

### Meeting Notes

*January 31, 2022*

*5:30 pm*

*Colebrook School Library*

*Members present: John Falconer, Tanya Crawford, Craig Hamelin, Deb Greene, Stacey Campbell, Dawn Hall, Jennifer Mathieu, Kim Wheelock, Debra Taylor, Cheryl Covill, Ryan Call, Dawn Hall, Jenny Keazer. Lavallee and Brensinger Architect Representatives: Lance Whitehead, Anne Ketterer, Jay Doherty.*

#### Meeting Notes

1. John Falconer called the meeting to order at 5:30 pm. Members and guests were introduced.
2. The minutes of the 1-5-22 meeting were reviewed and approved. John remarked about the successful presentation of the Colebrook Project to the board members, administrators and community members by the architects on January 25, 2022 at the Tillotson Center. The meeting was well attended and included representatives from all school districts in SAU 7 and Canaan. All present were invited to join the building expansion committee meetings and provide input. The committee wishes to expand membership to area schools and be inclusive in our planning.
3. Next the representatives from LaVallee and Brensinger provided a high level overview of their background and experiences, plans for the project and next steps. They distributed copies of the slide presentation and the project timeline, noting that we are on a tight schedule to prepare, compile and submit the building aid application to the state of New Hampshire prior to July 1, 2022. The following topics were discussed in depth:
  - a. Establish Points of Contact / Communications
    - i. The Superintendent is the point of contact for communications.
  - b. Establish Committee monthly meeting Schedule

- i. The next meeting will be held on February 23 and the committee will meet monthly.
  - ii. It was agreed that the Architects would join the meetings remotely to save time and travel.
- c. Establish virtual vs in person meetings
  - i. The committee prefers to meet in person, however, the architects may join virtually as needed.
- d. Present next steps / Engagement timeline/ persons to be engaged
  - i. The timeline was reviewed.
  - ii. The architects asked that the school board make a determination concerning the employment of a construction manager or estimator for this preliminary phase of the project.
- e. Staff Visioning Sessions
  - i. The architects will facilitate these sessions. Kim and Debra will schedule the meetings.
- f. Architect and Engineer walk through
  - i. These meetings will be held during the Feb/March break.
- g. Findings report and presentation
  - i. The Architects will update the committee at each meeting concerning progress toward task completion as outlined and seek their feedback.

**4. Next Steps and Future Meeting Date**

February 23, 2022 at 5:30 pm.

**5. Other**

None

**6. Adjourn**

The meeting adjourned at 6:45 pm.

Submitted by:

Debra Taylor