

District Office Advisory Committee (DOAC)
September 26, 2018
SIS Library

Members present:

Priscilla Campbell, Nicholas Dyno, SunHe Sherwood-Dudley, Anastasia Gavalas, Tara Godfrey, John Healey, Anastasia Karloutsos, Jean Mingot, B. Hannah Ortiz, Alan Pearson, Steve Phillips, Isabella Sepulveda-de Scanlon, Stuart Sklar, Roberta Hunter, Jennifer Bockhaus, Mark Hannan.

Opening/Introductions:

- Meeting began at 6:05PM
- All those present introduced themselves. Marcus DaSilva, the district's new facilities and operations director was introduced.

Old Business:

- All present reviewed the previous meeting notes for additions/corrections.
- Inquiry made by committee member about past inspections and overall condition reports of the existing district office that would refute any future complaints by the general public. Several members emphasized the need has been already established-but reports for future use may be needed to share and make sure we are transparent.
- Nick Dyno summarized the completed action items from the previous meeting. Nick used the smart-board to show the committee the school district's website and where the DOAC information was located.

New Business:

-For reasons of efficiency, it was decided at the September 13th meeting to create two separate subcommittees: A "Leasing Subcommittee" and a "Modular Construction Subcommittee" who were tasked with doing the specific research so they could report back to the entire committee, the District Office Advisory Committee (DOAC). The Leasing Subcommittee would report back in this meeting and the Modular Subcommittee research will be discussed at the October 11th meeting.

The Leasing Subcommittee explored short term/long term leasing options in the area. This research was also viewed as a possible alternative if the enrollment study and numbers show a significant decline in future enrollment or as a temporary lease if space was needed during construction of a new DO or if the existing DO needs to be vacated.

Members of the Leasing Subcommittee reported the following:

Property #1: This building would need various interior renovations and a building addition for more office space. The addition would be needed to accommodate the district staff. The addition would likely reduce available parking. Parking and local traffic would be a significant concern.

Property #2: The Farrell building features included: short term leasing with an option to extend to five years. The five-year leasing option would include the benefit of the owner incurring all

construction costs to designate off work areas. The building is an excellent option, location, ample parking and very functional. Owner would do cleaning in common areas and all snow removal. DO offices would be cleaned by our employee and we would have to clarify janitorial closet/needs. Cooperation with the owner and staff appear to be very favorable. During this discussion, draft floor plans (basement, floors 1 and 2) and terms/expenses for leasing were distributed.

In summary, expenses as follows:

3 year lease, 60 day notice: 2019: \$243,162 (breakdown of expenses were included in handout)

5 year lease, 60 day notice: 2019: \$265,314 (breakdown of expenses were included in handout)

Additional information was provided by Property # 2 for each year and monthly lease payments and was included in photocopies provided to the DOAC.

The 5 year lease would include no expenses to modify the interior (“build out”, walls, glass walls to enhance lighting, etc) prior to move in.

Nick Dyno briefed the committee on the district office staff spacing needs. He went through the staff positions for each of the departments, superintendent, assistant superintendents and special-education suite. He also explained that moving expenses, computer network, phone system, smart boards, electronics, furniture and other miscellaneous items related to the relocation would all be additional expenses.

Other local properties were discussed but concerns arose over their ability to accommodate our square footage requirements and other needs. A question about comparative pricing for our leasing options was raised and discussed. While there is a limited inventory of buildings that would meet the district requirements, additional research will be conducted by the subcommittee and presented at the next meeting.

There was additional discussion about paying money for a leased district office space and the appearance that the money was not going towards the children of district. Several spoke and emphasized the district office needs to run the schools that educate the children and people should see the obvious need to have improved working space for the district staff. Jean Mingot explained the lease payments would come from the operating budget.

Next two meetings:

-Thursday, October 4th, 2018 at 6:00 PM, SIS library: BBS (architect) and Subcommittee additional research

-Thursday, October 11th, 2018 at 6:00 PM, SIS library: TBD: modular construction

The meeting concluded at approximately 8:02 PM.

Action items:

1. Confirm table name plate for all committee members
2. Confirm folders for all committee members
3. Assemble any reports, vendor or work expenses for current DO
4. Subcommittee to continue visits to area properties
5. Obtain comparative square footage prices of similar properties
6. Consider/confirm wiring abilities of properties visited

Revised

10-4-18