

**Regional School District #4**

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**MINUTES FOR  
BUILDINGS & GROUNDS COMMITTEE**

**December 9, 2019**

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**Called to order:** 6:05pm

Attended: Duane Gates – Deep River, Charlie Greeney - Chester  
Chair, Leigh Rankin – R4 Director of Facilities

**Meeting started with a recap of the last year:**

- Developed 5 yr capital plan for Budget referendum 2019-20
- Audit of 2017-18 identified a deficit
- New Superintendent in July
- Created a Financial Task Force tasked with:
  - Creating policy & procedures
  - Recommendations to eliminate deficit
- BOE voted to properly establish fund

**Re-visit the Draft 5 year plan**

- Discussed Draft Capital Plan for Budget Workshops 2020/2021
- Discussed separate breakout for VR, JW & Athletics
- Identified specific projects
- Identified categories e.g. Flooring, Mechanical, Roofing, Paving to build reserve/contingency for emergencies
- Identified priority jobs for FY 2020/21 based on need/risk (marked with “X”)
- Discussed that funding matrix will be developed by BOE during workshops based on resolution of deficit and other competing needs

**Future Plans**

- Develop Long Range Facility Plan
  - Committee will be involved to help inform process
  - Provide feedback on preliminary report (Feb)
- Energy Audit
- Facility Audit
- Athletics Self Study
- Central Office Administration is committed to a presentation to the BOE in May

**Future discussion topics:**

Long Range Facility Plan Presentation

**Future meeting dates:**

TBD

**Meeting Adjourned:** 7:11pm