Concord School District  
Capital Facilities Committee Minutes

**School Board Committee:** Capital Facilities

**Date:** June 13, 2018

**Capital Facilities Committee members present:** Jim Richards, Chair, Nathan Fennessey, Pam Wicks, Liza Poinier

**Other Board member(s) present:** Maureen Redmond-Scura, Jennifer Patterson, Clint Cogswell

**Administration:** Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning, Michele Vance, Principal of BMS, Travis Campbell, Head Custodian of BMS, Denise Stevens, Administrative Assistant/ Facilities

This Capital Facilities tour was held at Beaver Meadow School.

**Agenda:** Overview of Beaver Meadow School (see attached data sheets and packet information that was shared with the group)

Mr. Cashman began the meeting at 5:30 p.m., reviewed the meeting purpose and school overview, and conducted a tour of the building exterior, reviewing all aspects of the visible wear that will need to be repaired. Prior to the tour start, he informed the group that the building was 31 years old. Mr. Cashman also noted that Travis Campbell, Head Custodian at BMS, along with his two other custodians, has done a remarkable job keeping the school clean. The group toured a typical classroom. Highlights of the tour included observing condensation in windows, classroom layouts, and bathrooms. As the tour progressed, questions were generated about building specifics and program needs, which were answered by Mr. Cashman and Ms. Vance. Mr. Cashman explained the summer 2018 projects scheduled for BMS, including interior painting, ceiling tiles and library.

Following the tour, the group met in the Media Center to discuss details of future considerations for improvements to BMS. This discussion highlighted many improvements that have been made in previous years to date, to include roofing repairs, lighting and flooring updates.

The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Jim Richards, Chairperson
MC/DS, Recorders