

Minutes are considered "Draft" until approved at next meeting

Minutes  
Farmington High School Renovation Committee  
Wednesday, January 27, 2016

**Present:**

William Wadsworth  
Justin Bernier, Member  
Johnny Carrier, Member  
Jean Baron, Member  
Hilary Donald, Member  
Dan Kleinman, Member

Kathy Eagen, Town Manager  
Kathy Greider, Superintendent  
Russ Arnold, Dir. of Public Works  
Vincent La Fontan, School Business Manager  
Bill Silva, High School Principal  
Tim Harris, Dir. Of School Facilities  
Meredith Trimble, Town Council Liaison  
Kathryn Howroyd, Clerk of the Committee

**Absent:**

Mecheal Hamilton

**A. Call to Order.**

The chair called the meeting to order at 7:06 p.m.

**B. Introductions.**

Chairman Wadsworth welcomed members and each gave their introductions.

**C. Public Comment.**

Pam Fisher, of 5 Julles Court in Unionville thanked the committee for their time and service to the community. She addressed the lack of ADA compliance and auditorium deficiencies. As President of the Farmington High School Friends of Music she has advocated for upgrades to the auditorium and music wing and was involved in the acoustical analysis of the auditorium. She believes that previous building committees had the best intentions with the information at hand, but the piece meal approach created the problems the high school encounters now, especially the 23 entry ways, hallways and the crowded intersections. The existing community areas are inadequate for the current student body size.

Rusty Malik, of 15 Coppermine Road shared his expertise in school and municipal building with the Committee and offered his advice, time and support.

Ned Statchen, of 6 Bella Lane urged the committee to focus on functionality. He feels ADA compliance and modern facilities should be considered.

**D. New Business**

**1) To review and adopt the attached Rules of Procedure.**

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Upon a motion made and seconded (Carrier/Baron) it was unanimously VOTED: To adopt the attached Rules of Procedure.

**2) To review the following documents:**

- 1. Town Ordinance, Chapter 53 "Public Buildings"**
- 2. Statement of Needs dated April 13, 2015**
- 3. TECTON Presentation**
- 4. Charge of the Committee**
- 5. Debt Schedule**

The committee had general discussion regarding the attachments. Chairman Wadsworth explained it is the committee's responsibility to extensively review the documents; especially the facility report and statement of needs in order complete the Town Council charge. ADA compliance and security concerns will be incorporated into the larger picture.

**3) Next Steps.**

Chairman Wadsworth explained the next step is for committee members to become fully knowledgeable of the documents in Item D.

Superintendent Kathy Greider informed the committee of other documents that members should familiarize themselves with:

1. ADA Report- Every 10 years the Office of Civil Rights (OCR) visits and creates a report on ADA Accessibility. This report was issued a few years ago.
2. Auditorium Acoustic Report- funded by the FHS Friends of Music regarding potential auditorium upgrades.
3. New England Association of Schools and Colleges (NEASC) report- this report is not available yet, but it is anticipated major facility issued will be highlighted. This report will be shared with the committee when available.

Superintendent Greider will send all reports electronically to Ms. Howroyd, who will distribute to the Committee.

Jean Baron mentioned that she chaired the Board of Education Capital Improvement Ad Hoc Committee that issued a report to at the joint Town Council/Board of Education meeting on Monday, January 25, 2016. She explained it was the committee's charge to review all school facilities and the previous additions to the high school were driven by enrollment. This committee and the charge is more comprehensive to

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the school's needs. Ms. Howroyd will distribute this report to the Committee for review.

**4) To establish the committee meeting schedule.**

It was agreed that the committee will meet every two weeks and will evaluate the need to meet at that frequency as the meetings progress. The next meeting is set for Wednesday, February 10 from 4:30 p.m. to 6:00 p.m. at Farmington High School.

**E. Tour of Farmington High School.**

Committee members toured the High School from 7:45 pm until 9:15 pm.

**F. Adjournment.**

Upon a motion made and seconded (Kleinman/Carrier) the meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Kathryn Howroyd  
Clerk of the Committee

CC: Committee Members  
Paula Ray, Town Clerk  
Interested Parties

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**RULES OF PROCEDURE**  
**Farmington High School Renovation Committee**

**I. Officers**

- A. Unless otherwise specified by Charter, Code, or appointing body committees, boards or commissions usually have a chairperson, a vice-chairperson, and a secretary. The members of the committee, board or commission at the first meeting normally elect these. In some instance, the appointing authority designates the chairperson. Election of officers shall be by open ballot.

**William Wadsworth, Chair**

- B. The chairperson presides at meetings and makes official communications on behalf of the committee, board, or commission representing the group consensus at all times, not his or her personal position. The chairperson is not an administrative official with directive or operating authority, so other members should not burden the chairperson with expectations of getting things done. Similarly, the chairperson or any member should not attempt direction of Town operations.
- C. The secretary of committees, boards, or commissions should be responsible for the writing and filing of approved minutes with the Town Clerk unless other arrangements have been made.

**Kathryn Howroyd, Clerk for the Committee**

**II. Quorums**

- A. At its first meeting a committee, board, or commission should establish the number of members to make a quorum. A quorum usually is a bare majority of the membership or some larger number of members if the committee, board, or commission so chooses. No vote may be taken or meeting held of a committee, board, or commission unless a quorum is present.

**7 Voting Members**

**5 Member Quorum**

**III. Agendas**

- A. The committee, board, or commission must determine who is responsible for creating, distributing, and posting the agendas for meetings.

**Creation of agenda by the Chairman**

**Committee Clerk will distribute and post**

**Members are asked to give any items for the agenda to the Chairman 7 days prior to the meeting.**

**IV. Attendance**

- A. Committees, boards, or commissions should establish rules governing attendance requirements for its members.

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**Attendance is strongly urged. Two (2) unexcused absences, as defined by the Chairman, will result in the loss of appointment. If at all possible, members should contact the Chairman at least 24 hours prior to a missed meeting. Finally, conference calls are an acceptable form of attendance as a last result.**

#### **V. Freedom of Information Laws**

- A. Committees, boards, or commissions should familiarize themselves with the basic requirements for meetings and minutes and make sure any rules of procedure established conform to the law. The Town Clerk is the Freedom of Information liaison for the Town of Farmington and can be used a resource in this area.

#### **VI. Charter/Code**

- A. Committees, boards, or commissions should familiarize themselves with the Charter and Code of the Town of Farmington, especially Chapter 24, Ethics to make sure any rules of procedure are not in conflict with the Charter or Code of the Town of Farmington.

#### **VII. Robert's Rules**

- A. Committees, boards, or commissions should use Roberts Rules as a guide for running their meetings and as part of their rules of procedure should establish how formally they wish to follow Robert's Rules.

**Members decided to use a less stringent form of Robert's Rules and look to them as a guide.**