

School Building Project Process Going Forward and Protocols

Approved by Town Council on 10 June 2024

Process

The following is a draft of process and protocols going forward in the next few months as the School Building Project is considered

The School Building Advisory Committee has presented final oral reports to both the School Board and the Town Council. They have completed their original charge and the committee will be sunsetted on 30 June 2024. The Town Council Chair will write a letter on behalf of the Town Council thanking the co-chairs and the members for their exhaustive work over the last 18 months.

The section of the Town website devoted to the proposed project and the work of the committee will be rebranded as the "School Building Project Updates". All current materials on the site will be kept fully intact. The commenting function will be disabled although all prior comments will remain. Citizens wishing to send comments to the Town Council or School Board may continue to utilize the function to do so that is already on their websites. They may also reach out as they feel comfortable doing so. Updates will be provided on the website and will be cleared by either the Superintendent of Schools or the Town Manager. Each may act independently to provide updates.

The Town Council will have a joint workshop with the School Board for a collegial discussion prior to the end of June. The exact format will be determined by the two chairs. They will jointly agree on a date after consultation with their elected officials and it will be announced at least one week in advance. The architects and the construction manager will be invited to attend as resources.

The Town Council will conduct a deliberative discussion at their July 8th meeting with an expectation that they will decide an option to set for public hearing on 12 August 2024. Following 8 July, the bond counsel will be asked to draft proposed motions to be ready in time for circulation prior to the public hearing. The Town Council will have a final vote to decide what to place on the ballot on 19 August 2024. Among the materials from the bond counsel will be the draft ballot question and the financial disclosure items also needed on the ballot.

To ensure the health and safety of our students and staff, the Town Council intends to put forth a bond referendum amount sufficient, at a minimum, to cover the costs of building deficiencies, critically needed repairs, and necessary security upgrades at all three schools, as reported by Harriman Architects and the School Building Advisory Committee.

The Town Clerk will prepare a draft election warrant for consideration on 19 August 2024. A public hearing is not required for the warrant itself.

Protocols

The Town Manager will continue to manage the budget for the project.

He had authorized the Superintendent to continue to utilize the paid consultants during the deliberations of the School Board with funding from the project account. The blanket authorization

will sunset on 30 June. Requests to expend additional funds beyond 30 June will be addressed on a case by case basis.

Contact with the Architects and the Construction Manager

The Superintendent of Schools will be the contact point for construction and project scope related questions. All requests for information to either the architects or to the construction manager will be channeled through the Superintendent or his designee. The Superintendent will keep the Manager updated on any budget implications.

Contact with the Bond Counsel

The Bond Counsel for the Project is the law firm of Pierce Atwood and more specifically James Saffian. The Town Manager or his designee (the Town Finance Director) will be the sole contact with the bond counsel. Any desire for any information to and from the Bond Counsel will be channeled through the Town Manager or the Town Finance Director..

Contact with the Financial Advisor

The Financial Advisor for the project is Joseph Cuetara. Any desire for any information to and from the Financial Advisor will be through the Town Manager or his designee except that the Bond Counsel will also have direct authorized access to the Financial Advisor. The Town Manager will ask the Financial Advisor to structure the financing as has been recommended by the School Building Advisory Committee

Status of the Polling Consultant

Portland Research Group has completed the scope of work in their agreement with the Town. The Town Manager will write a letter of appreciation to the firm.

Future Town Mailing on the Project

The Town will not do a mailing to citizens on the project from this point on carrying through to the vote of the citizens. It is anticipated that private groups may do so

Project Budget Updates

The Town Manager will prepare a monthly update on the project budget and it will be circulated to the Superintendent of Schools, the Town Council and to the project website. The Superintendent will circulate it to school officials.