

Pittsfield School District

Facilities Committee Meeting Minutes

Date: August 28, 2025

Time: 4:30 PM

Location: SAU Office

Attendees

- Kristen White, PES Principal
- Erik Anderson, PMHS Principal
- Melissa Brown, PMHS Assistant Principal
- Dr. Sandie MacDonald, Superintendent
- Rheana Anderson, Financial Manager
- Peter Marston, PES Facilities
- Jim Dawson, PMHS Facilities
- Ed Bell, PMHS Facilities
- Adam Gauthier, PSD School Board Facilities & Capital Improvements

1. Call to Order

The meeting was called to order at 4:30 PM by Superintendent MacDonald.

2. Project Planning and Review

- Committee members compiled and discussed a broad list of potential projects for both PES and PMHS facilities.
- These items were recorded for integration with upcoming audit findings.

3. Town CIP Process

- The Committee reviewed the Town Capital Improvement Program (CIP) process and the School District's role.
- The Town requires use of a specific submission form. At this stage, it was determined that completing the form would be premature.
- The District has already provided the Town with its most recent CIP plan, but accurate submission will require updated data and reports currently underway.

4. EEI Facilities Audit Update

- The District previously engaged Mike Davey of Energy Efficient Investments (EEI) for HVAC upgrades and a facilities audit.
- Mr. Davey will update the audit and present findings at the October 2, 2025 School Board Meeting.
- The Facilities Committee will then integrate the updated audit with its recorded project list to prepare an authentic and accurate CIP submission for the Town.

5. Drake Field Water Meter Project

- Eric Nilsson is awaiting one additional quote from NEEM.
- Once received, a proposed plan will be brought to the School Board.
- This project is anticipated to be ready for discussion at the September 18, 2025 Board Meeting.

6. Upcoming Meetings

- Superintendent MacDonald will attend the Town CIP Meeting on September 8, 2025.
- Members of the Facilities Committee are invited to participate.
- The District reiterated its commitment to collaboration with the Town to ensure a joint CIP plan that reflects shared priorities.

7. Adjournment

With no further business, the meeting adjourned at 6:45 PM.