



MicroSociety Academy Charter School
591 West Hollis Street, Nashua, NH03062
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Facilities Committee Meeting Minutes
Friday, June 24, 2022

Meeting called to order at 9:30 a.m.
Present (on Zoom): Brad, Tim and Amy

- Agenda
 - Old Business.
 - Strategic Plan Discussion
 - New Business
- Old Business
 - Window Repair Grant
 - According to the grant process we need to get approval from the fire marshal and the historical society before the grant can be approved. The historical society approved the request but we have yet to hear from the fire marshal. The grant expires Sept 1. Amy to follow up.
 - New Vendors
 - CityWide has been performing well so far. Having a single point of contact has helped. They have been responsive to our needs.
 - Morins has also been performing well and are performing their tasks (spring plantings and sprinkler head repairs) without prior supervision.
- 5-year plan Discussion
 - We decided to take the 3 goals from the previous 5 yr. plan, reorder them slightly and to break out the individual tasks required for each
 - **1. Develop a school maintenance plan that addresses short- and long-term facility needs as evidenced by a completed and board approved Future Capital Improvement/Maintenance Plan, collected and analyzed by the facilities committee annually.**
 - Maintenance needs:
 - Roof
 - Driveway – should do as part of modular project this year
 - Siding
 - HVAC

- Painting
 - Elevator
 - Annual Inspections and maintenance
 - Sprinklers
 - Plumbing – CityWide will respond to requests
 - Electrical – CityWide will respond to requests
 - Cleaning - CityWide
 - Landscaping – Morins
 - Technology – MainStay
 - **2. Provide a safe and secure environment for the students and staff as evidenced by building inspection reports with a passing grade, collected and analyzed by the facilities committee annually.**
 - Security/Safety – All locks should be replaced
 - Annual Fire Dept School Inspections
 - Annual Dept of Homeland Security/Police Inspections
 - Student safety drills plus reports
 - DOE reporting
 - Develop an updated approved vendor list for all categories
 - Review and evaluate all vendors on a regular basis
 - **3. Develop long-range plans to support the growth and expansion of the campus for future program offerings, as evidenced by a completed and board approved Future Capital Improvement/Maintenance Plan, collected and analyzed by the facilities committee annually.**
 - We decided that this is not a goal that can be solely completed by the facilities committee but would need the entire board for discussion and approval prior to facilities planning. Once a goal for expansion is approved the facilities committee can then be involved if desired.
- New Business
 - Summer projects and projects related to the modular project may come up as necessary and we will discuss and address as needed.

Meeting adjourned at 10:15 a.m.