

## Bath High School Preservation Board of Directors' Meeting

September 13, 2022

The BHSP Board of Directors held its regular meeting on September 13, 2022. In the absence of the president, vice-president June Lee conducted the meeting. She called the meeting to order and welcomed everyone. A quorum was established with the attendance of board members Betsy Gray, Mike Godley, June Lee, Tandy Dunn, Shelvia Ebersson, Celestia Carson, Darlene Ormond, Kerry Boyd, Robert Moore, Cody Chrismon and Claudia Alligood.

The agenda was approved with the addition of an item regarding Standing Committees (motion, Darlene; second, Kerry).

Minutes were reviewed and approved (motion, Mike; second, Betsy).

Cody presented the treasurer's report, showing a bank balance of \$451,695.06. The report was received and approved (motion Mike; second, Shelvia).

### **Committee Reports**

#### **Maintenance – Mike Godley**

Mike reported that the plumber had been called to attend to a leak in the ladies' bathroom. Turner Pest Control has been contacted for an inspection. Advanced Air Solutions will check the heat-air condition system. The gutter man has been contacted about places in the gutters that still need corrective attention.

Tandy asked if the roofing guy Betsy contacted has been to look at the roof/chimney situation. The gentleman has made suggestions via phone but has not been to the school to look at the roof/chimney. Most of his suggestions have already been tried.

#### **Fundraising – Claudia Alligood**

Claudia thanked everyone who helped with the Live Auction and reported profits of roughly \$16,000. She reviewed the results of the year's fundraising efforts and announced a total profit of \$50,000.

#### **Grants – Darlene Ormond**

Darlene reported that we are waiting to hear from the Walmart Grant, as well as the Beulavitch and Tri County Grants. Michelle Oros is working on the SECU Grant. The Grant report for the Smith Foundation is due on September 23. Cody will be working on that report.

## **Construction – Tandy Dunn reporting for Ron Moore**

A copy of the detailed bid was distributed to each member. Tandy reviewed the bid and described many details. He answered questions, including the plan after this demolition phase is complete. Phase II, as it will be known, will involve permitted projects; including plumbing, electrical, dry wall, heat and air conditioning and bathroom.

Much discussion surrounded the hiring of a project manager; the name suggested by several members was Matt Carr as he has exhibited his expertise about the work to be done when conducting the walk-thru with Dominic and Patrick Franks and on the occasions he has meet with this board and answered questions and offered information about the project at hand. There was lots of discussion pertaining to payments (draw schedule) for work done and inspections for said work. The contract that needs to be in place was also discussed. It was suggested that Matt Carr and Ron Moore, as an attorney, were the people with the most expertise about constructing a contract between BHSP and the Franks Company. Some attention was given to the possibilities of finding unforeseen problems when walls and ceilings were torn out and the possible costs for such situations.

June reviewed the major points of the presentation and included comments that had been made during the discussion.

1. The bid on this phase of the restoration included demolition and renovation, covers upstairs areas of the connecting corridor, space outside the elevator, the hallway (Abeyounis) above the town library, and the stairways and stairwells that adjoin the spaces mentioned. The bid covers demolition, two coats of primer paint, framing and building handicap ramp into the connector corridor, removing ceiling in the hallway, raising and building floor outside the elevation, refinishing floors, and repairing small unusable places in the floors.
2. A project manager is necessary to oversee the progress of the work, to answer questions and make decisions where needed, to help construct the contract (with Ron) to establish terms of payments, and to inspect work or to arrange for inspections to be done.
3. Agreed-upon draw schedule will be established. A draw schedule includes increments at which payments will be made and the action to be taken if unforeseen scenarios appear as walls and ceilings are removed.

Following discussion and review by June, Mike Godley made a motion that received a second by Darlene Ormond that:

- Directs the Construction Committee to conduct the preparatory phase of south wing, connector and stair wells' renovation.
- Any authority delegated to the committee is contingent upon the engagement or appointment if a qualified project manager to oversee the contractor and advise the committee,
- Shall authorize the Construction Committee to commit a up to a total (not additional) amount of \$186,763.48 of BHSP funds for the described phase of work,
- The phase of work is described in the document provided to directors labeled as "Franks Painting & Home Improvements 'Invoice Date 09-01-2022'" shall be performed as listed and by the contractor named in the document,

- The Duties of the Construction Committee shall include but are not limited to drafting and execution of a contract with Franks Painting, establishment of schedules or conditions for payment to or draws by Franks, and perform associated inspections or evaluations and approvals as the work progresses.
- Was amended by unanimous consent to authorize the project manager to modify the described plan of work based on unseen, unknown, hidden issues.

The motion passed.

### **Standing Committees**

Claudia distributed the section from the BHSP Bylaws outlining the tasks to be performed by the various committees. She has added general practices that have been used for several years.

She reminded the group that BHSP is a corporation, much like a business. Our committees are like the departments in a business. We should be helping each other's committees with offers of help and suggestions, but we do not need to be taking over responsibilities for committees on which we are not a member. Communication is important, especially among the members of a committee.

Claudia asked that Darlene Ormond and Kerry Boyd be approved as members of the Fundraising Committee (motion, Mike; second, Betsy). The appointments were approved.

There was no old business.

Motion to adjourn (motion, Claudia; second, Betsy). Everyone approved.

Next meeting Tuesday, October 11, 2022, 7:00 pm, Pirate Hall

Respectfully submitted,

Claudia Alligood, Secretary

Celestia Carson, Assistant Secretary

Approved \_\_\_\_\_

\_\_\_\_\_ President Ron Moore

\_\_\_\_\_ Secretary Claudia Alligood

\_\_\_\_\_ Assistant Secretary Celestia Carson