

**APPROVED BY THE PITTSFIELD SCHOOL BOARD**

**STATE OF NEW HAMPSHIRE  
SCHOOL ADMINISTRATIVE UNIT #51  
PITTSFIELD SCHOOL BOARD**

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**MINUTES**

Pittsfield School Board Meeting  
June 18, 2020  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present:           Bea Douglas, Chairperson  
                                  Heidi Asdot, Vice Chairperson  
                                  Jessica Drouin  
                                  Adam Gauthier (exit meeting at 6:54 p.m.)  
                                  Ted Mitchell

Others Present:           John J. Freeman, Superintendent of Schools  
                                  Jessica Bickford, Director of Student Services  
                                  Derek Hamilton, Dean of Operations  
                                  Danielle Harvey, Dean of Instruction  
                                  Tobi Chassie, Recording Secretary  
                                  Members of the Public

Ms. Douglas called the meeting to order at 5:30 p.m.

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Acceptance of Gift (Dr. Freeman)
- Non-Public Session (Dr. Freeman)
- Facilities Use Request (Mr. Hamilton)
- Surveillance Camera Quotes (Mr. Hamilton)

**III. ACTION ON AGENDA**

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to approve the agenda as amended.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the public meeting on June 4. The following changes were made: on page five, first paragraph, add the sentence, "Six family members will be allowed"; and on page seven, paragraph four, add to the first sentence, "...for graduating seniors". The motion was passed unanimously to approve the minutes as amended.

A motion was made by Mr. Gauthier to approve the minutes of the non-public meeting on June 4, 2020. The motion was passed to approve the minutes as written with Ms. Douglas, Ms. Asdot, Mr. Mitchell, and Ms. Drouin voting in the affirmative, and Mr. Gauthier abstaining due to his absence from the session.

## V. PUBLIC INPUT

Justin Clough asked about the agenda item added regarding security cameras; he wanted to know if they were for Drake Field. Mr. Hamilton said these cameras are for PES and that there are already cameras at Drake Field. Mr. Clough stated concern for the condition of Drake Field and gave the example of trash being strewn around the children's play area. Mr. Hamilton stated he had not heard about the incident.

Ms. Asdot, a neighbor of Drake Field, said that there have been several groups of people who have not followed the pandemic distancing guidelines. Ms. Douglas asked if the custodians check on Drake Field, and Mr. Hamilton said that they do, typically one or two times per week; but due to Covid-19, custodians have not been working full time nor have had a full crew. As of July 1, 2020, according to Dr. Freeman, custodians will be back to a full crew full time. Mr. Clough asked if there could be a more aggressive stand taken against the people who are vandalizing Drake Field.

## VI. DEAN OF INSTRUCTION - No report

## VII. DEAN OF OPERATIONS

### A. Facilities Usage Request

Mr. Hamilton reviewed a request from the United States Census Bureau to use one large room and two small rooms to conduct training sessions from July 31 through August 5 from 8:00 to 1:00 p.m. On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to approve the request.

### B. School Facilities Projects

Mr. Hamilton provided the Board with information on the PES boiler replacement and other items associated with the HVAC systems, PMHS attic insulation, PMHS window replacement, and Drake Field tennis courts.

Mr. Hamilton stated that Keith DeMoura, a mechanical engineer with Yeaton Associates and Robert Gregoire from Granite State Plumbing and Heating

inspected the PES facility. Mr. DeMoura stated that barring a catastrophic failure, the existing boilers are in good condition and should continue to function for another two to five years. Mr. DeMoura stated that of greater concern is the underground oil tank, which is approximately thirty years old.

Mr. DeMoura recommended that the district create a five-year plan to replace the boilers and oil tank and suggested consideration of other fuel sources than oil, such as propane or natural gas. Further, Mr. DeMoura recommended that the first phase of the five-year plan should be updating the control system. He is willing to bring a proposal forward with a cost estimate for preparing a narrative and design plans to move these projects forward.

Ms. Douglas stated that further information from Mr. DeMoura would be appreciated. Mr. Hamilton will ask him to bring a proposal for a five-year plan for the HVAC systems at PES forward to the Board for review. On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to request that Mr. DeMoura provide a proposal for a five-year HVAC upgrade plan for PES.

Mr. Hamilton stated a quote from Energy Improvements of New Hampshire has been received for \$9,900 to insulate the PMHS attic. Mr. Hamilton described details on the scope of the work being considered. On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board voted unanimously to approve the \$9,900 for insulation at PMHS.

Mr. Hamilton explained the plan for replacing windows on the first floor of PMHS. Portland Glass provided a quote for \$40,490.69, but broke it up into four phases plus some miscellaneous hallway windows. Phase 1 would cost \$8,775.83, Phase 2 would cost \$6,068.20, Phase 3 would cost \$10,146.02, and Phase 4 would cost \$13,951.42. The miscellaneous windows would cost \$1,549.22. Ms. Douglas expressed her concern for the safety issues relative to the windows.

Dr. Freeman stated that the approximate fund balance available at the end of the fiscal year is \$565,000. This is more than what was previously projected.

Ms. Asdot made a motion, seconded by Mr. Mitchell, that the Board conduct all four phases plus miscellaneous hallway windows for the cost of \$40,490.69. Upon discussion, the motion was withdrawn by Ms. Asdot and Mr. Mitchell.

Discussion ensued regarding the possibility of also doing the second floor at the same time. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve window replacement in both PMHS floors at a cost of no more than \$100,000.

Mr. Hamilton stated two quotes were received for the fence at the tennis courts at Drake Field, with funding provided by the warrant article approved for this purpose. One was from Superior Fence Company for \$7,670 and one was from B-Line Fence Company for \$13,822, which reflected more extensive work than the first quote. Paving quotes had previously been received. The entire work, including fence and pavement could be done for approximately \$15,000. On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously accepted the bid for the fencing done by B-Line Fence Company and approved up to \$15,000 to repair and paint the tennis court.

C. Surveillance Camera Quotes

Mr. Hamilton explained that the 2020-2021 operating budget includes funds for the proposed installation of additional external surveillance cameras at PES. The Department of Homeland Security and Emergency Management recommends that each external door be monitored by a camera. Mr. Hamilton shared quotes to provide fourteen cameras to be installed to cover all exterior doorways not already covered by the camera and a camera to monitor the dumpster area. On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board accepted the quote from BREA Security for \$9,099 for the additional surveillance cameras for PES.

D. School Facilities Projects (Continued)

The Board continued to discuss the HVAC systems at PES and considered that the controls replacement would serve the district regardless of fuel source. On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the Board voted unanimously to spend up to \$150, 000 for HVAC control replacements at PES.

E. Summer Athletic Programs

Mr. Hamilton asked the Board for permission to return to summer athletic programs following the CDC guidelines, which he reviewed. The desire is to offer skill and drill sessions over the summer months for middle and high school age student-athletes for soccer, basketball, baseball, and softball. Ms. Douglas stated she feels that the students need this activity and fully supports it. On a motion made by Ms. Douglas and seconded by Mr. Gauthier, the Board voted unanimously to approve the implementation of the summer athletic program following the CDC guidelines.

VIII. DIRECTOR OF STUDENT SERVICES - No report.

IX. DIRECTOR OF INTERVENTIONS AND TITLE I MANAGER - No report.

## X. SUPERINTENDENT OF SCHOOL

### A. Policy GD, Support Staff - Amendment

Dr. Freeman provided the Board with proposed amendments to Policy GD, Support Staff. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve amendments to Policy GD.

### B. Resignation

Dr. Freeman presented the resignation of Megan Vasconcellos from her teaching position at PES. On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to accept the resignation of Ms. Vasconcellos.

### C. Nominations

Dr. Freeman nominated several teachers to positions in the district: Emily Lion for PMHS English, Monique Medeiros for PES kindergarten, Maryann McNeil for PES grade 3/4, Ariel Ramos for PMHS world language, and Jerrica Smith for PES special education. On a motion made by Ms. Douglas and seconded by Ms. Drouin, the Board voted unanimously to approve teacher nominees: Ms. Lion, Ms. Medeiros, Ms. McNeil, Ms. Ramos, and Ms. Smith.

### D. Authority to Hire

On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board authorized Dr. Freeman to fill professional vacancies that may arise over the summer months.

### E. Acceptance of Gift

Dr. Freeman stated that a gift from the New Hampshire Audubon Society has been received for the amount of \$3,000 to begin work on the natural playground behind PES. Mr. Gauthier suggested applying to the Globe for the remainder of the money that will be needed to complete the playground. Ms. Harvey stated that is already in the process. On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to accept \$3,000 from the New Hampshire Audubon Society.

## XI. COMMITTEE ASSIGNMENTS

### A. Budget Committee - Ms. Asdot

- B. Drake Field & Facilities - Mr. Wolfe and Mr. Gauthier
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

#### XIV. SCHOOL BOARD

##### A. Superintendent Performance Evaluation

Ms. Douglas stated that she has had difficulty completing the evaluation process because Board members did not submit their feedback in a timely manner. She directed members of the Board to complete their evaluations no later than the July School Board meeting.

##### B. Out of District Placements

Ms. Bickford announced that three students who have been placed out of district have graduated and been accepted at post-secondary institutions of higher learning.

##### C. Non Resident Student Request

Dr. Freeman presented a request from a parent for a non-resident attendance for a PES student. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to allow the student to attend PES for the 2020-2021 school year with parents responsible for transportation.

#### XV. PUBLIC INPUT (Second Session)

Jillian Gauthier asked for clarification on the motion made by the Board for the work at Drake Field. Mr. Gauthier provided the information requested.

#### XV. NON-PUBLIC SESSION

At 6:43 p.m. a motion was made by Mr. Gauthier and seconded by Mr. Mitchell to enter into non-public session under the authority of RSA 91-A:3 (c) to discuss a personnel matter. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes) to enter into non-public session.

No action was taken in non-public session.

At 7:02 p.m. a motion was made by Ms. Douglas and seconded by Ms. Asdot to exit from non-public session and to re-enter into open session. The Board was polled and voted

unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Mitchell, yes) to exit the non-public session and to re-enter into open session.

XV. NEXT MEETING

The next meeting of the Board is scheduled for July 16, 2020, at 5:30 p.m. in the Pittsfield Middle High School lecture hall.

XVI. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Ms. Drouin, the meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary