

**AUBURN SCHOOL BOARD MEETING  
JANUARY 3, 2018 AT 5:00 P.M.  
AUBURN VILLAGE MEDIA CENTER**

**These minutes are unapproved.**

Keith Leclair, Chair, called the meeting to order at 5:00 p.m. Those in attendance were Board members, Alan Villeneuve, Samantha Belcourt, Maureen Murgo, and Janice Baker, (5:04 p.m.); Superintendent Dr. Charles P. (Phil) Littlefield; and Business Administrator, Karen Lessard.

**PROOF OF POSTING**

Dr. Littlefield provided proof of posting.

**PLEDGE OF ALLEGIANCE**

Keith Leclair led the attendees in the Pledge of Allegiance.

**BOND AMOUNT AND TERM DISCUSSION**

Alan Villeneuve stated that the Board previously approved a warrant article 'up to \$14,800,000' for the school addition/renovation project. He said this meeting is to vote on a final dollar amount. Discussion ensued relative to access road costs, ball fields, and contingency (unanticipated costs) money. Considerable discussion ensued relative to hiring a Construction Manager or Clerk of the Works or of having Scott Dube would oversee the project. He said he would be in favor of someone overseeing the project. Janice Baker said she was in favor of someone overseeing the project as well, but questioned how it would be funded. She also said clear roles and responsibilities should be determined for that role. Dr. Littlefield stated that in his experience, it has been beneficial to have an Owner's Representative as it keeps everyone honest. Without taking a formal vote, the entire Board agreed it would be in the project's best interest to have an Owner's Representative or Clerk of the Works. Alan Villeneuve described the differences between the two. A Clerk of the Works role is that of a mediator between the architects, construction manager, and the bond holder, and has the project's interest in mind. The Owner's Representative makes sure the building meets standards and assures that all bids are received. Discussion ensued relative to the interest rate and bond details. The Board asked Karen Lessard to contact the bond company for specific questions that included

- if there would be a prepayment penalty
- if interest could be paid for only the amount of the bond used
- if the full amount would be distributed up front

Samantha Belcourt said she felt strongly that the Owner's Representative/Clerk position be built into the bond while Alan Villeneuve stated that he strongly felt that there would be enough contingency money elsewhere to fund it. She felt it was a gamble. Considerable discussion ensued.

Motion by Alan Villeneuve, seconded by Janice Baker, to support the bond for \$14,300,000, and the motion carried unanimously.

Samantha Belcourt stated that she would like to see a line item for an Owner's Rep/Clerk of the Works.

Motion by Alan Villeneuve, seconded by Janice Baker to accept the bond term of 15 years and authorize the SAU to seek an updated bond schedule for a 15 year bond for \$14,300,000.

**NON-PUBLIC SESSION (if necessary)**

No need.

**ADJOURNMENT**

Motion by Alan Villeneuve, seconded by Janice Baker, to adjourn the meeting at 6:15 p.m., and the motion carried unanimously.

The next regularly scheduled Auburn School Board Meeting is Tuesday, February 13, 2018 at 6:00 p.m., in the Auburn Village School Media Center.

Respectfully submitted,

Rebecca SJ McCarthy  
Recording Secretary