

MINUTES
JUNE MONHEGAN SCHOOL COMMITTEE SPECIAL MEETING:
TEACHER HOUSE PROPERTY

Tuesday, **JUNE 18**, 2024, 4:00 pm, Library & Zoom.

Present: Chairman Jes Stevens, Treasurer Felicia Dunson, Secretary Daphne Pulsifer.
Supt. Tonya Arnold not required to be present.

Called to Order at 4:20 pm.

CHANGES TO AGENDA: Discussion of Flagpole added to New Business

PUBLIC PARTICIPATION ON AGENDA ITEMS (including comments and questions): None
BUILDING & GROUNDS

1. Teacher House Property

a. Property Manager & Caretaker Report: Jes Stevens has received an estimate from Fenris Inc for roofing and Mudroom repairs to the Teacher House. Estimate total \$8,450.00
EBS Building Supply in Rockland now has the school tax exempt form. An account has been set up there.

Water samples were not delivered promptly by USPS. New samples will be sent.

b. Updates as follows:

- i. Teacher House: no new needs were reported. Both tenants, caretaker and Chair now have keys.
- ii. TH Basement: no new needs reported.
- iii. Little Teacher House (LTH): Keys have been sorted out. Tenant has been doing nice work in the yard around LTH.
- iv. Grounds & Other: There is yardwork, weeding and mulching that needs to be done on the property. There is money in the budget to hire someone.

c. Maintenance List: no changes were made

d. Draft 2024 Budget: no changes were made

e. Other Old Business

- i. The Committee discussed possible approaches to Teacher House Property

Management. Important tasks for managing the property include:

*Making sure the property is cared for and safe for use, with attention to the shared outdoor spaces. Landscaping should be maintained. Cordwood stored away from buildings. Periodic inspections should help avoid safety issues.

*Monitoring the Basement and making sure the shared spaces continue to work for everyone.

*Handling emergencies. Who might be a first point of contact for tenants in an emergency?

An emergency might be a failed appliance. Or a report of an alarm, smoke or CO2.

*Regularly inspecting Smoke and CO2 alarms and fire extinguishers.

*Oversight of Tenant turnover, including inspections before and after tenants moving, cleaning between tenants and orientation for new tenants.

*Oversight of maintenance, repairs and construction with School Committee approval and Budgeting.

*Yearly inspections.

The School Committee must execute Leases and maintain Insurance.

Committee considered the idea of hiring a Manager for the Teacher Property. Committee will continue discussion at future meetings.

f. Other New Business

i. Roof & Mud Room: Fenris Inc estimate is for \$8,450.00. The Budget includes \$10,000 for this work.

Motion by Daphne Pulsifer to hire Fenris Inc. to reroof the Teacher House, including the Mudroom roof, and replace the skylight and entry door in the mudroom as described on the Fenris 6-15-2024 estimate. Second by Jes Stevens. Motion passed unanimously.

Chairman will communicate the decision with Fenris.

ii. Landscaping: Committee needs to share more information regarding where trees and shrubs have been planted to honor previous teachers and graduating students.

iii. The flagpole was lowered by Nor'east Flagpole on 6-14. The system that secures the flagpole to the base has vulnerabilities. New parts are recommended. Nor'east Flagpole can return Saturday put the pole back up. Additional costs include: new holes and anchors in the base, Labor and 2x ferry tickets for an additional amount of \$995.38. The first visit was \$770.75.

Motion by Jes Stevens to approve additional work to repair the flagpole including replacement of the base hardware as needed at a total estimate of \$1,000.00 in addition to the \$778.00 previously approved. Second by Felicia Dunson. Motion passed unanimously.

SCHEDULE NEXT MEETINGS

1. Next Special Meetings for Teacher House Property:

- a. Tuesday, July 16, 2024, 4:00-5:00 pm, Schoolhouse & Zoom
- b. Tuesday, August 20, 2024, 4:00 pm-5:00 pm, Schoolhouse & Zoom

Motion by Jes Stevens to adjourn. Second by Felicia Dunson. Motion passed unanimously.
Adjourned at 6:12 pm.

Respectfully submitted,
Daphne Pulsifer
Secretary

Join Zoom Meeting:

<https://us02web.zoom.us/j/81247831308?pwd=SFROb3E5ZHF0dUxadDRkanpFNUQzQT09>

Meeting ID: 812 4783 1308, Passcode: 252588

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Back Up Zoom Link:

<https://us04web.zoom.us/j/8698799458?pwd=OE9PSXRST3IyYzY5RnZoVE9wUkUxZz09>

Meeting ID: 869 879 9458 Passcode: 7GKS98