

APPROVED



Salem Academy Charter School

Minutes

Facilities Committee Meeting

Date and Time

Thursday September 11, 2025 at 8:30 AM

The Salem Academy Charter School Facilities Committee will meet via Zoom.

Zoom Link: <https://salemacademy.cs.zoom.us/j/8KwDPqvLS1Cz5yhJYXZdSw>

Committee Members Present

Ilene Vogel (remote), Jeff Whitmore (remote), Krissy Sgambellone (remote), Mark Meche (remote), Robert Rogers (remote), Stephanie Callahan (remote)

Committee Members Absent

None

Guests Present

Bob Baldwin (remote), Fallon Burke (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Robert Rogers called a meeting of the Facilities Committee of Salem Academy Charter School to order on Thursday Sep 11, 2025 at 8:33 AM.

C. Approve Minutes

Ilene Vogel made a motion to approve the minutes from Facilities Committee Meeting on 07-10-25.

Jeff Whitmore seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Facilities

A. Capital Planning Updates

Krissy provided updates to the committee on several capital plan projects and facilities matters.

Kitchen Renovations

A recent plumbing estimate for the kitchen came in at approximately \$40,000, as current drawings would need to be upgraded and consolidated, significantly increasing project complexity. The revised plan is to focus on replacing countertops and cabinets—likely requiring cabinet removal—while re-using the existing sinks to avoid major plumbing work. The committee also discussed the issue of grease traps, which are required for commercial kitchens. There may be an opportunity to argue for modifications to the existing setup, but this may require a plumbing architect to make the case.

PA System and E2E Program

Through the E2E program, which offers discounted rates via government contracts, the school is applying for several deals. It appears that some of these funds may be directed toward wiring for the new PA system. Steve London is leading this process.

Summer Work

Routine summer work included waxing floors and repairs, with no major projects reported beyond regular maintenance.

Evacuation Plans

The evacuation plans are nearly complete. Stephanie requested a map of the main building with square footage for each room. Mark will follow up and provide this information.

B. Trustee Recruitment

Jeff and Kara, followed by Stephanie and Fallon, met with a prospective trustee who has strong facilities expertise. She was introduced through The Boston Club, of which Kara is a member. The candidate is the owner and principal architect at her own firm, bringing

significant professional experience in facilities and design that could be valuable to the Board.

III. Other Business

A. Long-Term Facilities Plan

Prime Group hosted a meeting last week for non-profit tenants, providing an overview of the master plan and facilitating a Q&A session. Their long-term goals include establishing non-profit rental and maintenance rates. Currently, SACS outsources plumbing and HVAC, but when Prime Group provides maintenance, additional fees are charged.

The permitting process remains a significant factor in the timeline, with MEPA expected to take approximately two years and Chapter 91 potentially adding another year. Bob Baldwin noted that he spoke with Patrick about six weeks ago, primarily to discuss timing.

Lease Considerations

The committee discussed the importance of planning around Salem Academy's current lease, which expires on **August 31, 2031**. Rent will increase in the final five years of the lease term. Bob suggested considering options now, including:

- Extending the lease in the current footprint.
- Negotiating lease adjustments as necessary.
- Identifying short-term improvements that could be secured in the interim, such as upgrades to the recess yard and landscaping outside the gym.

Strategic Planning

The committee also considered the possibility of exploring other properties, acknowledging the need to plan strategically rather than reactively. This would involve assessing what SACS can afford and how that aligns with the real estate market. Options such as bonding, commercial lending, and new market financing could be explored for the possibility of building a new school in the future.

B. Reach the Beach Update

Fallon Burke updated the committee on RTB.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:16 AM.

Respectfully Submitted,
Fallon Burke

Documents used during the meeting

None