

## **DRAFT Minutes**

ROXBURY VILLAGE SCHOOL COMMITTEE MEETING  
TUESDAY, MAY 26, 2026 7:30-9:30 A.M. @ ROXBURY VILLAGE SCHOOL  
BUILDING WALK-THROUGH WITH ANDREW LAROSA

Present: Kristen Getler, Judy Lusk, Heidi Albright, Jim Rogler, Bob Ketchel

Public: Andrew LaRosa, Nate Donahue, Jillian Abraham

1. CALLED MEETING TO ORDER: 7:30 am
2. Public participated by asking questions and sometimes volunteering their knowledge and expertise throughout the meeting
3. Andrew gave the committee and public a walkthrough of the RVS building, reviewing systems and various mechanical and maintenance details. There was a comprehensive tour of the Boiler Room and its various valves, control boxes and functionality. Water systems were reviewed including pressure tanks, pumps, chlorination system and location of the well head, as well as testing protocol for the public water system.. Blower air exchange systems (4) were located in each wing and explained. Humidity control using mini-splits and historical reliance on boiler system for heat was discussed. Maintenance schedules were discussed, and Andrew agreed to share his annual maintenance spreadsheet with the committee to use as a template. Past vendors were named for various systems (including water testing, playground equipment and fencing) and will be added to the Vendor Contact List. Kitchen stove and hood were discussed as problematic for public or commercial use. Bathroom moisture issues were pointed out, and are currently unresolved. Possible oil tank relocation areas inside and outside the building were mentioned. We toured all spaces including the water systems closet upstairs, viewed the attic access above Town Hall, the "old jail" with a blower system for Town Hall. We finished by locating the septic pump caps in the outdoor fields.
4. Specific recommendations made by Andrew: work on gaining efficiency by monitoring electric usage; using mini-splits effectively for dehumidification specifically in the rear part of the building; designate a "keeper of the well" who stakes the wellhead each year so it isn't lost to weeds, who follows public water supply monitoring protocol (submitting monthly usage reports, quarterly testing, schedules every 3 years a big system check and follows a wellhead protection plan to notify neighbors of public water source well). There are binder notebooks somewhere (in the building?) with testing records.
5. ADJOURNED (9:30 a.m.)