

Newtown Board of Education
CIP/Facilities/Finance Sub-Committee Minutes
January 29, 2020

Call to Order: Mr. Delia called the meeting to order at 5:37pm

PLEDGE OF ALLEGIANCE

Present: Dan Delia, Debbie Leidlein, Robert Gerbert, Dr. Lorrie Rodrigue, Deborra Zukowski, Ron Bienkowski, Deborah Petersen, Sally Lynch, Tanja Vadas, Rick Spreyer,

<u>EdAdvance</u>	<u>EastConn</u>
Richard Carmelich	Kimberly Bush
Mike LoRusso	Will Rudolph
Bert Hughes	Merrilee Bernhardt

Public Participation: None

Communications/Announcements: None

Unfinished Business:

Item 1: Mrs. Leidlein moved the motion to approve the minutes of January 7, 2020. Ms. Zukowski second the motion. Mr. Delia approved. Mrs. Zukowski abstained. Motion passes.

Item 2: Mr. Bienkowski stated that the Special Education Transportation needs are very important and dynamic in the district. We are coming off of a six year contract with EdAdvance. We recently put this out to bid and Rick Spreyer, who is our Purchasing Agent was the primary facilitator. Mr. Bienkowski then introduced Deborah Petersen, Special Education Director. Mrs. Petersen stated that while the Sub Committee prepares to listen to these presentations, she asked them to keep in mind that our special education parents are the customer and they are extremely involved in transportation of our students that travel out of Newtown to go to school. Our students have very special needs and have many challenges and need special care. Mr. Bienkowski then introduced Sally Lynch who is the Special Education Coordinator.

Item 3: Mr. Bienkowski asked Mr. Spreyer to go over a brief outline of the bid. Mr. Spreyer said the bid went out on December 13, 2019. Bids were due back on January 10, 2020. Five (5) bids were received. The two final vendors that were invited to present were EdAdvance and EastConn Regional Education Services who represented our two lowest bidders. Price comparison of routes was provided to Mr. Bienkowski and Mrs. Vadas. Mr. Spreyer then stated we asked these two bidders to give an overview so we can see beyond the numbers and make sure our special education team is in agreement with what recommendation is made here tonight.

Mr. Bienkowski stated this is a complicated bid and is not as simple as other bids. There has been extensive analysis that has been done and he was prepared to share that analysis at the end of the presentations.

Item 4 – Executive Session Motion: Motion: Mrs. Leidlein moved that the Board of Education CIP Sub Committee go into executive session to interview two vendors for the SPED Transportation Bid and invites: Ron Bienkowski, Deb Petersen, Sally Lynch, Rick Spreyer, Tanja Vadas, Dr. Rodrigue.

The following were invited for the first session:

EastConn Participants: Kimberly Bush, Director of Transportation, Will Rudolph, Operations Manager, Merrilee Bernhardt, Safety Supervisor and Coordinator.

The following were invited for the second session:

EdAdvance Participants: Richard Carmelich, COO, Mike LoRusso, Director of Transportation, Bert Hughes, Transportation

Mrs. Zukowski second the motion. All in favor. Motion passes.

At approximately 6:15 p.m. executive session began. At approximately 7:40 the regular meeting resumed.

Item 5 Motion: Mrs. Leidlein moved that the Board of Education CIP Sub Committee recommend EdAdvance as the preferred vendor for the SPED Transportation 2020-2025 contract to the Board of Education at the February 4, 2020 meeting. Mrs. Zukowski second the motion. All in favor. Motion passes unanimously

Item 6: CIP - Mr. Bienkowski stated there are two things of concern on the CIP. The first was on the second five year and whether the property adjacent to the Hawley school listed for purchase on the CIP should remain on the CIP since the Board of Selectmen turned it down. The reason to leave it on the CIP would be if there is a potential change or a need for the future. The second concern was the HOM gas and water lines for \$3.18M in year 7. Mr. Bienkowski said he does not believe that this would happen and we should just agree to take this off the plan. Mrs. Zukowski stated that we will be undergoing a CIP process for next year so we could mark these items as things to talk about and that as a facilities committee we should take the time to determine if there really is a compelling reason that we can make an argument more effective for the property next to Hawley. Mr. Delia stated there is a lot to discuss and he is not looking to make any decisions at this meeting.

Mr. Delia asked Mr. Gerbert if he had any thoughts about the two \$1M projects being moved to year 6 which in effect comes off of our CIP because we are a 5 year CIP. Mr. Gerbert stated he did some homework on the generator for Hawley and looked at some of the utility bills for the school. A small generator the size of 80 kilowatts would be sufficient and is in line with the sizes at some of the other elementary schools. He believes the cost for just the equipment would run around \$20K. Additional costs of location, excavating, fuel tank etc. would still need to come in play. He thinks the job could be done for a lot less. So maybe taking this down from \$1M to \$250K would be sufficient. Mrs. Zukowski asked what the justification would be for having this generator. Mr. Gerbert said regardless if there is no power in the area and the schools do have generators there still would be no school. The generator would give us an ease for the purpose of the heat would stay on, and code required lighting would stay on, along with water pipes not freezing. Mrs. Zukowski states she would like to continue this discussion when we start to build out the CIP for next year.

Mr. Delia asked if there were any other concerns that Mr. Gerbert saw on the CIP. Mr. Gerbert stated the window modifications at Middle Gate are a big unknown. That \$1M could potentially be \$2M. There is a lot of new hazards such as “PBC’s” where you have to examine the caulking which leaches into the brick work that surrounds the window frame, so it becomes a bigger issue that just taking out a window and replacing with a new one. Mrs. Zukowski asked if we can do the testing before we come up with a

number. Mr. Gerbert stated yes and assuming that there is a possibility of having that substance there, then it would probably move into a phase project where you pick and choose what to do as you would be limited in the summer.

Mr. Gerbert stated we also have talked about the HOM boiler and maybe separating the boiler job vs the lighting job. Mr. Bienkowski asked if we do that then do we lose the opportunity for the energy rebates? Mr. Gerbert said no because it's oil. It would just be the lighting for the rebate. But for Reed we would want to keep them bundled together so we could get that bonus money.

Item 7: Mr. Delia discussed about setting a CIP calendar with monthly meetings. Mr. Delia stated he wanted to schedule future monthly CIP meetings. Meetings will be held each month between the first and second regular Board of Education meetings that are currently scheduled. A discussion and possible action of the BOE CIP calendar will be addressed at the next BOE CIP meeting.

Item 8: Mr. Delia reviewed the CIP responsibilities and discussed the two first items of the CIP financial responsibilities. Mr. Bienkowski stated the financial reports are difficult to discuss at these meetings due to when the month ends and when the financial reports are due to the board. The budget transfers are only done in October and November. The calendar that was just created for the CIP meetings would not fit these schedules of our work.

Mr. Delia stated he would like to remove A & B from the CIP responsibilities as the committee does not have the time and is redundant with the Board of Education meetings. We will add this to our next CIP agenda.

Mr. Delia stated he would like to work with Mr. Gerbert more in creating a report which addresses the current quarterly building and maintenance needs. Mr. Bienkowski stated we do this with the building and site projects which we review periodically because within that total dollar amount there may be monies left over that we want to dedicate to other building and site maintenance project so we always bring this to the committee for endorsement. Mr. Gerbert will work to create a report that the committee can review and understand the current building and site issues that are going on.

Open: None

Adjournment: Mrs. Leidlein made the motion to adjourn the meeting at 8:15pm Mrs. Zukowski second the motion. Meeting adjourned.

Next CIP meeting will be held on March 12, 2020.

Respectfully submitted,
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE
CIP/FACILITIES/FINANCE SUB COMMITTEE.

Newtown Board of Education
CIP/Facilities/Finance Sub-Committee Minutes
January 7, 2020

Call to Order: Mrs. Leidlein called the meeting to order at 6:04pm

Present: Dan Delia, Dan Cruson, Debbie Leidlein, Robert Gerbert, Dr. Lorrie Rodrigue, Dr. Michelle Ku, Deborra Zukowski

Public Participation: None

Communications/Announcements: The Sub-Committee received communications regarding the questions to the Sub Committee from the Legislative Council.

Unfinished Business:

Item 1: Mrs. Leidlein moved the motion to approve the minutes of June 5, 2019. Mr. Cruson second the motion. Mr. Delia approved. Mrs. Leidlein abstained. Motion passes.

Mrs. Leidlein moved the motion to approve the minutes of November 5, 2019. Mr. Delia second the motion. Mr. Cruson abstained. Motion passes.

Item 2: CIP

The discussion was around the question the Legislative Council submitted to Dr. Rodrigue after the December 18th LC meeting. The LC questioned the timing of Year 3 Reed School Boilers and Year 4 Head O'Meadow boilers and whether the projects would be impacted in any way if those two projects were switched in years on the BOE CIP.

Dr. Rodrigue stated the reason for this meeting was to inform the BOE CIP Sub-Committee of the question the LC asked. Upon further discussion, the agreement of the CIP Sub-Committee would be to not change anything on the CIP and to look at possible changes including additions and deletions in the fall since we have already submitted the CIP for approval to the Board of Finance and the Legislative Council.

Open: None

Adjournment: Mrs. Leidlein moved to adjourn the meeting at 6:35. All in favor.

Respectfully submitted,
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE
CIP/FACILITIES/FINANCE SUB COMMITTEE.

**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2020/21 TO 2024/25**

**Approved
by the BOE 11/6/19**

INITIAL FIVE YEARS

			Year 1	Year 2	Year 3	Year 4	Year 5	
CIP Item #	Location	Description of Project	2020/21	2021/22	2022/23	2023/24	2024/25	TOTALS
1	Hawley Elem.	Engineering for ventilation and A/C renovations	\$300,000					
2	Hawley Elem.	Ventilation, HVAC Renovations		\$3,962,000				
9	Hawley Elem.	Generator					\$1,000,000	\$5,262,000
8	Middle Gate Elem	Window modifications					\$1,000,000	\$1,000,000
7	Head O'Meadow	Boilers, water heater, VFD & pump replacements with LED lighting				\$997,672		\$997,672
5	Reed Intermediate	Install high efficiency gas boilers & LED lighting conversion			\$1,452,730			\$1,452,730
4	Middle School	Engineering for ventilation and A/C renovations			\$300,000			
6	Middle School	Ventilation, HVAC, Auditorium, Media center, replace rooftop units '98		\$0		\$3,568,140		\$3,868,140
3	High School	Replace/restore stadium turf field & track (11th year)		\$750,000				\$750,000
TOTAL COSTS OF ALL PROJECTS			\$300,000	\$4,712,000	\$1,752,730	\$4,565,812	\$2,000,000	\$13,330,542
TOTAL TO BE BONDED			\$300,000	\$4,712,000	\$1,752,730	\$4,565,812	\$2,000,000	\$13,330,542

Previous BOE approved CIP amounts (June 18, 2019)	\$3,962,000	\$4,666,648	\$1,452,730	\$997,672	\$2,000,000	\$13,079,050
Difference to previously approved plan	-\$3,662,000	\$45,352	\$300,000	\$3,568,140	\$0	\$251,492

Eligibility for project inclusion on the CIP is that the cost must exceed \$200,000.
2017-18 Reimbursement rate 36.43%
Estimates on file are increased by 6% from prior year.

Construction inflation estimate 6.0%

**NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2025/26 TO 2029/30**

**Approved
by the BOE 11/6/19**

SECOND FIVE YEARS

CIP Item #	Location	Description of Project	Year 6	Year 7	Year 8	Year 9	Year 10	TOTALS
			2025/26	2026/27	2027/28	2028/29	2029/30	
	Hawley Elem.	Classroom renovations '21 section (ceilings, lighting, floors, etc.) Purchase unsightly House/land adjacent to school (1.06 acres) Repave entire parking lot, curbing, sidewalks Elevator to café	\$450,000	\$300,000	\$954,000	\$1,300,000		\$3,004,000
	Sandy Hook							\$0
	Middle Gate Elem	Repave entire parking lot, curbing, sidewalks Complete kitchen renovation			\$1,300,000	\$375,000		\$1,675,000
	Head O'Meadow	Gas and water lines to school Replace/update A/C Re roofing/restoration		\$3,180,000	\$2,544,000	\$5,830,000		\$11,554,000
	Reed Intermediate	Repave entire parking lot, curbing, sidewalks Re roof entire building (solar remove & reinstall \$225K)		\$3,500,000	\$2,000,000			\$5,500,000
	Middle School	Repave entire parking lot, curbing, sidewalks Window replacements Library and science lab renovations Complete kitchen renovation		\$750,000	\$3,500,000	\$1,590,000		\$5,840,000
	High School	Re roofing/restoration HVAC equipment replacements Fuel Cell Athletic/Stadium field house and storage Rear Practice fields facilities and storage <i>Create turf practice field rear of school</i>	\$954,000 \$1,100,000	\$2,756,000 \$848,000	\$1,590,000		\$5,000,000	\$12,248,000
TOTAL COSTS OF ALL PROJECTS			\$2,504,000	\$11,334,000	\$11,888,000	\$9,095,000	\$5,000,000	\$39,821,000
TOTAL TO BE BONDED			\$2,504,000	\$11,334,000	\$11,888,000	\$9,095,000	\$5,000,000	\$39,821,000

Newtown Public Schools
2019-2020 Board of Education CIP Sub Committee Meetings Calendar
Held in the Board of Education Conference Room
3 Primrose Street
Newtown, CT 06470

All meetings will be held at 6:00pm

March 12, 2020

April 9, 2020

May 14, 2020

June 11, 2020

Standing Committees of the Newtown Board of Education

2020

The following are standing committees of the BOE, expected to make regular reports to the BOE as a whole. Meetings will be posted and will be open to the public. The Committee Chairperson will be responsible for calling meetings, setting agendas, and moving committee work forward. The Committee Chairperson will ensure that agendas and minutes are posted in a timely manner consistent with FOI requirements. The Board Chair, with the approval of the Board, may also appoint additional standing committees as may be needed.

CIP/FACILITIES/FINANCE COMMITTEE

1. Financial Responsibilities
 - a) Time permitting, review monthly line item expenditure report from the BOE Business Director;
 - b) Time permitting, review all budget transfers between line items and make recommendations for such transfers;
 - c) Review financial reporting mechanisms and yearly budget documentation for clarity and content and present any recommendations;
 - d) Review contracts prior to recommendation to the Board;
 - e) Review reports from contracted services as needed.

2. CIP/Facilities Responsibilities
 - a) Review capital expenditures and proposals for the Town's five and ten year capital improvement plan (CIP) in accordance with the Town's CIP Regulation timeline;
 - b) Review quarterly, building and maintenance needs with the Building and Grounds Facility Director.

COMMUNICATIONS COMMITTEE

1. Work with the Superintendent and the Board to communicate effectively with the education community and the community as a whole about school matters;
2. Produce fact-based newsletters and documents as directed by the Board