

Newtown Public Schools  
CIP/Facilities/Finance Sub Committee  
May 2, 2016

**CALL TO ORDER:** 4:47

**PARTICIPATION:** Debbie Leidlein, Rebekah Harriman-Stites, Gino Faiella, Ron Bienkowski, Bob Mitchell

**PUBLIC PARTICPATION:**  
None

**UNFINISHED BUSINESS:**  
Committee members approved the minutes of March 31, April 5, and April 18, 2016.

**Item 1 Discussion of Current & new CIP Items**

Discussion was around Middle School ventilation and renovation and Hawley school ventilation and whether to swap the two projects. Mr Bienkowski stated that the CIP plan (attached) was updated to reflect the total of the Town Budget that was just approved on April 26<sup>th</sup>.

The Hawley roof replacement is being based on numbers from Kaestle Boos. Mr Faiella will verify the last numbers received. Mr. Mitchell is requesting the full break down of ventilation of the 4.8M and what is in that number. It was discussed about doing Hawley first because of not being able to teach with the windows open. Hawley was first in line. Ms. Leidlein stated she is going under the assumption of what is best for students. The Middle School is ventilated with exhaust fans but it's not an active ventilation system. All of the schools library's, offices, and guidance rooms have air conditioned. Hawley just has an exhaust system, not a ventilation system. Mr. Faiella stated Hawley school should be done first. It was pushed out 3-4 years ago but it never got pulled back in because of the talk of closing a school. Mr. Faiella stated when comparing the Middle School to Hawley it would not be an even swap. The Hawley project comes to 6.2M vs the Middle School at 4.8M. Mr Faiella stated that there are two boilers at the Middle School that are not running. Hawley boilers are also failing. We can't run the schools without the boilers. These should be done first.

Mr. Mitchell stated it would be more cost effective if we flip flop the two projects in year 18-19 and run two projects continuous one after the other. Essentially it would be a single construction project with two phases. We could push Hawley boiler project to year 2018-19, and the remaining amount of the Hawley project in year 19-20; we can then push the Middle School project out to year 2020-21. Mr. Bienkowski stated we need to have some sort of balance on the amounts and it looks like this could work.

The committee was in agreement to move the motions of the HS Roofing project and the Middle Gate Boiler Plant replacement which are scheduled for next year to be brought to the board on May 4<sup>th</sup>.

We need to present the CIP to the Board of Selectman by summer. Mr. Faiella would like to buy more time for the Middle School as he would like to do this as an energy project. Ms. Leidlein stated we will need to have numbers solidified by mid July. Ron will work with the numbers and provide an updated plan. The updated plan would include moving 1.6M for Hawley into year 2018-19, and move the

remaining amount of 4.2M for Hawley project into year 2019-20. Move Middle Gate roof of 1.5M to year 2018-19. The Middle School 4.8M would be moved to year 2021-22, and move the High School boiler and field house project to year 2020-21. The Middle School 4.8M phase 2 project will be in 2021-22.

### **Item 2 Assessment of School Buildings**

Mr Faiella looked into the town and how they did this. We would have to find an Architectural firm to do the study. We can do a high level to start, they look at air quality, windows, exterior walls, roof. More like an engineering study. Mr. Mitchell stated the cost is at a minimum of \$0.50cents a sq ft. Mr. Faiella stated we can get an estimate for the study. It wouldn't hurt to have a baseline and then be able to move forward. We could put out RFP to get a cost and ask for it by building. Mr. Mitchell stated it would be better if the Buildings and Site Commission puts an RFP out. All schools would be included except for Sandy Hook. We would just need a partial on the High School. It would take 3 months out before we could get a number on the cost.

Mr. Faiella and Mr. Mitchell left the meeting at 5:35 p.m.

### **Item 3 2016-2017 Budget**

Budget passed last week. Still have to find \$317,000 of adjustments. We have additional needs in Special Ed tuition, Sp Ed transportation, Occupational Therapy, and other program needs that need to be added to budget. We need to balance the adds with the reductions. There will not be a recommendation to the Board of an adjusted budget at this time. We need to look at class sizes, enrollment for kindergarten, etc. Dr. Erardi needs to review all avenues. If we look at current operating budget the current tuition of 600,000 is in the hole, next year budget is at 400,000 more than this years budget. When all is said and done we will still need to look for \$200,000 to \$300,000.

### **Item 4 Transportation Consultants**

Discussion was on current proposals of consultants. We received proposals from School Bus Consultants, Transportation Advisory Services, and CREC (Capital Regional Education Counsel). We have used TAS before and they have an advantage because they know us. We have not gotten anything from All Star yet. Committee members were in favor of using TAS.

### **Item 5 Food Service**

Committee members discussed the criteria and specific components of how it relates to each of the companies and it was consistent ranking. The committee members felt similar regarding the companies response, the scoring lines, and all of the aspects of each criteria that was scored. Scoring of the proposals from the committee (attached) shows that the committee was in favor of Whitsons over Chartwells. A recommendation for Whitsons will be presented to the Board of Education on May 4<sup>th</sup>.

### **Item 7 Copier Contract**

New RFP has been put out for the main copiers throughout the school district. RFP was advertised in the Newtown Bee on Friday, April 22nd. We have sent the RFP out to three vendors. We are currently with Canon and our copier costs have not increased throughout our contract. The new piece that is in the contract is the Uniflow system which is a software program that makes people be accountable for the number of copies they are printing by swiping their badge or entering a code. According to the industry this is the new way to reduce the number of copies printed. The contract would start on July 1, 2016. RFP bid opening will be May 16<sup>th</sup>.

The next CIP/Facilities/Finance Sub Committee meeting will be held on June 7<sup>th</sup> at 1:00 p.m. in the BOE Conference Rm.

**ADJOURNMENT:**

Motion to adjourn : 6:05

Debbie Leidlein

Submitted by: Joanne Morris

**NEWTOWN BOARD OF EDUCATION  
SUMMARY - CAPITAL IMPROVEMENT PLAN  
2017/18 TO 2021/22**

**For Discussion  
Finance Sub-Committee 5/2/2016**

| CIP Item #                            | Location                | Description of Project   | underway<br>2016/17 | Year 1      | Year 2      | Year 3      | Year 4      | Year 5      | TOTALS             |
|---------------------------------------|-------------------------|--|---------------------|-------------|-------------|-------------|-------------|-------------|--------------------|
|                                       |                         |  |                     | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     |                    |
| 1                                     | Hawley Elem.            | Roof replacement 1948 and 1997 sections                              |                     | \$800,000   |             |             |             |             |                    |
| 5                                     | Hawley Elem.            | Replace boiler for the 1921 section of building - steam to hot water |                     |             |             | \$1,620,000 |             |             | \$2,420,000        |
| 4                                     | Middle Gate Elem        | Roof replacement 1964 and 1992 sections                              |                     |             |             | \$1,500,000 |             |             |                    |
| <i>underway</i>                       | <i>Middle Gate Elem</i> | <i>Replace original 1964 boiler and lighting upgrade</i>             | <i>\$475,000</i>    |             |             |             |             |             | <i>\$1,500,000</i> |
| 2                                     | Middle School           | Phase 0 - Professional Services                                      |                     | \$100,000   |             |             |             |             |                    |
| 2                                     | Middle School           | Phase I - New boilers and re-piping ('52)                            |                     | \$2,100,000 |             |             |             |             |                    |
| 3                                     | Middle School           | Phase II - Ventilation renovations                                   |                     |             | \$4,805,000 |             |             |             | \$7,005,000        |
| <i>underway</i>                       | <i>High School</i>      | <i>Restoration of roof with replacement of lobby roof</i>            | <i>\$1,402,500</i>  |             |             |             |             |             |                    |
| 6                                     | High School             | Replace/restore football turf field                                  |                     |             |             |             | \$1,000,000 |             |                    |
| 7                                     | High School             | Main boiler replacements - High Efficiency Gas                       |                     |             |             |             |             | \$900,000   |                    |
| 8                                     | High School             | Athletic Field house   |                     |             |             |             |             | \$300,000   |                    |
|                                       |                         |  |                     |             |             |             |             |             | \$2,200,000        |
| TOTAL COSTS OF ALL PROJECTS           |                         |  | \$1,877,500         | \$3,000,000 | \$4,805,000 | \$3,120,000 | \$1,000,000 | \$1,200,000 | \$13,125,000       |
| TOTAL TO BE BONDED                    |                         |  |                     | \$3,000,000 | \$4,805,000 | \$3,120,000 | \$1,000,000 | \$1,200,000 | \$13,125,000       |
| <i>School Building Grant Eligible</i> |                         |  |                     | \$272,000   | \$0         | \$510,000   | \$0         | \$0         | \$782,000          |

Shading represents items new to the plan  
Eligibility for project inclusion on the CIP is that the cost must exceed 0.25% of the Total Town Budget, \$114,182,379. For 2016-17 the threshold is \$285,456.

**Food Service Management Companies - Criteria Scoring Summary**

| <b>Aramark</b>  |                   | <b>COMMITTEE MEMBERS</b> |           |           |           | <b>GRAND</b> |
|---|-------------------|--------------------------|-----------|-----------|-----------|--------------|
| <b>RANKING CRITERIA</b>                                   | <b>Max Points</b> | <b>#1</b>                | <b>#2</b> | <b>#3</b> | <b>#4</b> | <b>TOTAL</b> |
| Price - Management Fee & General Support & Administration | 12                | 11                       | 12        | 11        |           | 34.0         |
| Experience, References and Service Capability             | 10                | 6                        | 8         | 8         |           | 22.0         |
| Financial Condition, Stability - Best Practices           | 10                | 8                        | 10        | 8         |           | 26.0         |
| Accounting and Reporting Systems                          | 10                | 7                        | 10        | 9         |           | 26.0         |
| Personnel Management and Training                         | 10                | 6                        | 6         | 9         |           | 21.0         |
| Innovation, Promotion of Child Nutrition Programs         | 10                | 7                        | 8         | 7         |           | 22.0         |
| Involvement of Students, Staff, Patrons and Community     | 10                | 7                        | 6         | 8         |           | 21.0         |
| Menus, Concepts of Service, Quality and Use of USDA foods | 10                | 7                        | 9         | 7         |           | 23.0         |
| Recommended Staffing Patterns                             | 10                | 9                        | 10        | 5         |           | 24.0         |
| Communications, Inform, Engage                            | 8                 | 7                        | 6         | 6         |           | 19.0         |
| <b>Total Points</b>                                       | <b>100</b>        | <b>75</b>                | <b>85</b> | <b>78</b> | <b>0</b>  | <b>238</b>   |

| <b>Whitsons</b>   |                   | <b>COMMITTEE MEMBERS</b> |           |           |           | <b>GRAND</b> |
|---|-------------------|--------------------------|-----------|-----------|-----------|--------------|
| <b>RANKING CRITERIA</b>                                   | <b>Max Points</b> | <b>#1</b>                | <b>#2</b> | <b>#3</b> | <b>#4</b> | <b>TOTAL</b> |
| Price - Management Fee & General Support & Administration | 12                | 10                       | 9         | 9         |           | 28.0         |
| Experience, References and Service Capability             | 10                | 8                        | 9         | 10        |           | 27.0         |
| Financial Condition, Stability - Best Practices           | 10                | 8                        | 10        | 10        |           | 28.0         |
| Accounting and Reporting Systems                          | 10                | 8                        | 8         | 9         |           | 25.0         |
| Personnel Management and Training                         | 10                | 8                        | 10        | 10        |           | 28.0         |
| Innovation, Promotion of Child Nutrition Programs         | 10                | 9                        | 10        | 8         |           | 27.0         |
| Involvement of Students, Staff, Patrons and Community     | 10                | 8                        | 10        | 9         |           | 27.0         |
| Menus, Concepts of Service, Quality and Use of USDA foods | 10                | 8                        | 10        | 10        |           | 28.0         |
| Recommended Staffing Patterns                             | 10                | 9                        | 10        | 8         |           | 27.0         |
| Communications, Inform, Engage                            | 8                 | 8                        | 8         | 8         |           | 24.0         |
| <b>Total Points</b>                                       | <b>100</b>        | <b>84</b>                | <b>94</b> | <b>91</b> | <b>0</b>  | <b>269</b>   |

| <b>Chartwells</b>   |                   | <b>COMMITTEE MEMBERS</b> |           |           |           | <b>GRAND</b> |
|---|-------------------|--------------------------|-----------|-----------|-----------|--------------|
| <b>RANKING CRITERIA</b>                                   | <b>Max Points</b> | <b>#1</b>                | <b>#2</b> | <b>#3</b> | <b>#4</b> | <b>TOTAL</b> |
| Price - Management Fee & General Support & Administration | 12                | 6                        | 7         | 7         |           | 20.0         |
| Experience, References and Service Capability             | 10                | 10                       | 10        | 10        |           | 30.0         |
| Financial Condition, Stability - Best Practices           | 10                | 10                       | 10        | 10        |           | 30.0         |
| Accounting and Reporting Systems                          | 10                | 7                        | 6         | 9         |           | 22.0         |
| Personnel Management and Training                         | 10                | 8                        | 6         | 8         |           | 22.0         |
| Innovation, Promotion of Child Nutrition Programs         | 10                | 8                        | 5         | 8         |           | 21.0         |
| Involvement of Students, Staff, Patrons and Community     | 10                | 8                        | 6         | 8         |           | 22.0         |
| Menus, Concepts of Service, Quality and Use of USDA foods | 10                | 8                        | 8         | 9         |           | 25.0         |
| Recommended Staffing Patterns                             | 10                | 9                        | 10        | 10        |           | 29.0         |
| Communications, Inform, Engage                            | 8                 | 8                        | 6         | 7         |           | 21.0         |
| <b>Total Points</b>                                       | <b>100</b>        | <b>82</b>                | <b>74</b> | <b>86</b> | <b>0</b>  | <b>242</b>   |