

# PLAINVILLE BOARD OF EDUCATION

## Special Meeting Minutes

**Special Meeting Title:** Facilities-Finance Subcommittee Meeting

--06/30/21 End-of-the-Year Forecast

--Facility Naming Process

--Facilities Planning

--MSP Renovation Project

--High School Turf Update

--Other

**Date:** Wednesday, May 19, 2021

**Time:** 5:30 PM

**Place:** Virtual Zoom Meeting

**Attendees:** Foster White, Chair; Nicole Palmieri; and Becky Tyrrell

**Members Absent:** Kathy Wells

**Others in Attendance:** Superintendent of Schools: Steven LePage; Director of Business and Operations: Sam Adlerstein; Crystal St. Lawrence; Deborah Hardy; and Rebecca Martinez

**Early Departures:** None

Subcommittee Chair Foster White called the meeting to order at 5:45 PM.

### **--06/30/21 End-of-the-Year Forecast**

Mr. LePage stated that this year's end-of-the-year forecast is a very complex entity and is difficult to forecast at this time. However, there is potential for realized savings. Both he and Mr. Adlerstein then reviewed line items as follows:

**Salaries:** Anticipates favorable balance due to COVID related impacts.

**Benefits:** Unfavorable—Unemployment expenses were offset by favorable taxes and insurance.

**Professional Services:** Includes Special Education Services, Legal and Non-instructional software. Budget transfer is from salaries, where a planned position was outsourced instead. Opportunity for legal retainer as in the past.

**Repairs and Property services:** There will be a budget transfer to electricity for COVID air handling requirements (not grant funded)

**Transportation and Tuition:** Includes unfavorable outplaced tuition. The administration has been watching this line item for most of the year.

**Utilities and Supplies:** Unfavorable utilities offset by favorable COVID impact supplies.

**Equipment:** Will be included in proposal for realized savings, which also includes items removed from the proposed capital plan.

**Dues and Fees:** Anticipated to approximate budget.

Mr. LePage reminded everyone that there was a reduction to the Board's budget by \$96,000.

Potential Realized Savings will include:

--Cleaning equipment has been charged to the COVID Relief Fund Grant (CRF).

--Toffolon Displays updated cost is \$77,955, of which \$16,500 remains in the 2021-22 capital plan. (Should the potential arise, the balance of Toffolon Displays will come from realized savings as discussed)

--The purchase of laminators has been put off for replacement for a number of years in three of the district buildings. This item was added to the capital plan initially so as to not lose track and was ultimately included in the approved BOE budget.

Potential Use of Some Realized Savings:

Dime Oil—Bus Fuel	\$67,060
Toffolon Displays	\$61,455
Turf	\$50,000
Legal	\$40,000
Laminators	\$7,500

The aforementioned “potential realized savings” are comparable to prior year-end allocations. Items removed from the 2021-22 proposed capital plan are included. Prior to the end-of-the-year administrators will review each administrative area. COVID has made this year different from a number of respects. In some cases, unfavorable impact to student learning has resulted in a favorable financial impact.

**--Facility Naming Process**

Mr. LePage stated that Plainville is a very generous community. There are major benefactors leaving a substantial amount of funding to the schools. Therefore, he hopes that in the coming months both administration and Board members can revisit the Naming of Components of Buildings, and/or School Grounds policy. Mrs. Tyrrell stated that it may be a good idea to review the policy again. Mr. White agreed that it would be a good idea to take a second look and Ms. Martinez stated that it would be a good idea to keep policies in line with current times.

**--Facilities Planning**

Mr. LePage stated that all five school buildings are well maintained. Facilities staff remained in school throughout the COVID pandemic. Through grant funding, facilities staff were able to put safe use protocols in hallways, classrooms and all occupied spaces. Looking forward, the facilities staff plan to do their usual summer projects to get schools ready for the new school year.

As a side note, the recreation department decided not to use the High School pool this summer due to logistical issues. They will use the Norton Park (outdoor) pool. The High School pool will be closed during the summer. Mr. LePage and Mr. Adlerstein stated that they were glad to have had the opportunity to help find a cooperative solution for the recreation department.

**--MSP Renovation Project**

Mr. LePage stated that on February 22<sup>nd</sup>, the Capital Projects Building Committee watched a presentation by Jeff Gutsfeld of Colliers International, discussing the benefits of hiring an Owner’s Project Manager for the Middle School Renovation Project.

Matt Daskal, Assistant Town Manager, issued a request for proposal planning for a decision in June for the following:

- a) Develop a construction concept for the proposed renovation, b) assess the current condition of the various building systems and ADA requirements within the school and on the site, identify changes that need to be made to both the building and the site, c) develop a “referendum package” for use by the Town to allow for a referendum question to be posed to the community and d) develop appropriate cost estimates that satisfy both the requirements of the Town and the State of Connecticut Office of School Construction Grants. This project engagement will end with the completion of all referendum related support activities. Services shall be required as described in the Scope of Services ends with the completion of all referendum related support.

The Town is under no obligation to hire an Owner’s Project Manager.

The current plan will put forth a referendum date no later than February of 2022. The application to the State will then be submitted no later than April, 2022.

Mr. LePage stated that the district could go with an OPM for the entire project if they so choose. Mr. Adlerstein stated that Mr. Daskal worked hard to put the proposal together. Mrs. Tyrrell stated that many district's feel it is worthwhile to hire an OPM as there are so many details and issues that come up during a renovation project.

Mr. LePage stated that he will keep the Board informed of any and all decisions.

**--High School Turf Update**

Mr. Adlerstein stated that the High School Turf was professionally evaluated last December and is in good shape. Resurfacing is not required for several years. However, the cost, when the time comes, could be in excess of \$700,000, for both fields. The Board and community organizations have been maintaining funding since FY2016 in anticipation of this project. Contributions come from a variety of sources. Current funding to date is \$93,130. Mr. Adlerstein stated that it would be a good idea to place some of the realized savings into this account.

Mr. White reminded the subcommittee that graduation for all five schools will take place on Alumni Field. He feels information regarding the proper use of the fields should be brought to the attention of those attending, i.e., high heels should not be allowed, chairs should have round bottoms only, etc. He also feels that the district should develop a practice of allocating funds into the Turf account each year.

**--Other**

Becky Tyrrell questioned the status of the High School's awning which is peeling badly. She asked if something was to be done last year as part of the Capital Plan. Mr. Adlerstein stated that he's heard through the grapevine that local contractors may be taking care of awning situation soon.

Mr. LePage asked members of the subcommittee and Board to contact him if they feel a summer meeting is necessary.

**A MOTION WAS MADE BY BECKY TYRRELL TO ADJOURN THE MEETING OF THE FACILITIES-FINANCE SUBCOMMITTEE. THE MOTION WAS SECONDED BY NICOLE PALMIERI. THE MOTION PASSED UNANIMOUSLY. The meeting adjourned at 6:34 PM.**

Respectfully Submitted,



Joan Calistro  
Recorder of Minutes