

# LYME-OLD LYME PUBLIC SCHOOLS

*Small Schools, Big Ideas*



*Challenging \* Achieving \* Excelling*

## REGION #18

### **Regular Board of Education Meeting**

February 7, 2018

*Board Present:* Michelle Roche, Chairwoman; Diane Linderman, Vice Chair; Jean Wilczynski, Treasurer; Rick Goulding, Secretary; Erick Cushman; Stacey Leonardo; Mary Powell St. Louis; Martha Shoemaker; Stacy Winchell

*Administration Present:* Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; James Cavalieri, Principal of Lyme Consolidated School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Patricia Downes, Principal of Mile Creek School; Holly McCalla, Business Manager; Jeanne Manfredi, Assistant Principal of Lyme-Old Lyme High School; John Rhodes, Director of Facilities & Technology; Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

*Others Present:* Brynn McGlinchey and Madeline Zrenda, High School Student Representatives; one community member

### **I. Call to Order**

The meeting was called to order at 7:08 p.m. by Chairwoman Roche.

### **II. Approval of Minutes**

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Shoemaker, to approve the minutes of Regular Meeting of January 3, 2018; Executive Session of January 3, 2018; Special Meeting of January 10, 2018; and Special Meeting of January 17, 2018.

VOTE: the Board voted unanimously in favor of the motion.

### **III. Visitors**

#### **1. Public Comment**

There was no public comment.

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## 2. Report from Student Representatives

Brynn McGlinchey and Madeline Zrenda reported on the following activities taking place at the schools:

*At LOLHS:* Students in chemistry classes recently participated in the U.S. Crystal Growing Competition and won third place nationally for grades 9-12 participants. Over 169 schools participated in this competition where students were challenged to grow the biggest single crystal of alum (aluminum potassium sulfate) in five weeks. The Mock Trial team traveled to Mercy High School to compete in the regional competition. The prosecution and defense teams both won their trials and advanced to the top 20 in the state. They will compete on February 9 in the quarterfinals when the prosecution will take on Fairfield High School and the defense will compete against Ridgefield High School. A special thanks to Attorneys Frank Sablone and Rob Stiles for volunteering each week to assist the team in preparation. The new LOLHS Show Choir "Amped Up" participated in its first competition this weekend at Shepherd Hill High School in Dudley, Massachusetts. The students performed their show "Broadway Musical Magic" receiving a rating of silver and a third runner up trophy. The group also received the judges' award for Best Overall Soloists. The group will participate in two more competitions this season, and a benefit dinner is being sponsored by the Old Lyme Inn on February 25. On February 15, LOLHS will host a Chamber of Commerce breakfast event that will feature the first selectwoman and state legislators to discuss the state of the state and the state of Old Lyme. Also on February 15, the scheduling process for the 2018-19 school year will commence with the hosting of the annual 8<sup>th</sup> grade parent/student orientation evening. The varsity math team won another division title with their win at Portland last week. The team has gone undefeated this year against Hand, Guilford, Xavier, RHAM, Middletown, Portland, Old Saybrook, Haddam/Killingworth and Westbrook.

*At LOLMS:* The middle school would like to thank the high school faculty, staff and students for their hospitality during the water outage. All were very welcoming, and the middle school enjoyed their unexpected visit. Parent-teacher conferences were on January 11 and 12. The fourth school-wide dance was hosted by the 6th grade team, and over 100 students attended the dance. The 8th grade had a visit from representatives of the local food pantry as they begin their interdisciplinary unit on homelessness. The 8th graders have taken their high school placement assessment, and Ms. Manfredi, Assistant Principal of LOLHS, visited the middle school and presented "High School 101." Most recently, grade 8 band and chorus participated in the district-wide presentations at the high school. The middle school PTO is sponsoring an adult dodgeball tournament on March 6 at the middle school.

*At Lyme Consolidated School:* The kindergarten mid-year report cards were sent home on February 2. On February 5, the 5th graders joined Mile Creek's 5th graders and performed in the district choral concert at LOLHS. Fifth graders, Ava Gilbert and Ella Kiem, were selected to attend the Connecticut Association of Schools Annual Celebration of the Arts at the Aqua Turf on February 12. On February 14, all students will participate in "Healthy Heart Day." Students will be involved in 45 minutes of continuous exercise. Students also do this in conjunction with raising money for the American Heart Association. On February 21 and February 23, staff members from the Florence Griswold Museum will be holding workshops for the Lyme School students in kindergarten, first and second grade. These workshops are sponsored by the

PTO. During the month of February, classroom teachers will be attending the district's grade level meetings with Mile Creek teachers.

*At Mile Creek School:* A skating party was held at Galaxy Roller Rink on January 12. Kindergarten registration was held on January 29 and January 31 with 20 students signed up thus far. The school senate sponsored a school-wide initiative to collect gently used books. Using the Patriots versus Eagles rivalry, the students collected 1,600 books to donate to the Read to Grow organization. On February 2, kindergarten report cards went home. On February 6, the 5th grade students joined Lyme Consolidated 5th grade, the 8th grade, and high school students for a combined choral concert at the high school. It was a great experience for the elementary students. On February 8, Mile Creek students will be treated to an interactive theatre anti-bullying assembly. On February 13, there will be a kindergarten readiness meeting at Center School. The 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders have been invited to see the middle school musical on February 28.

*In the Preschool Program:* The color this month is pink and the shape is a heart. The themes this month will include shadows and space. The students will learn about the post office and cultural celebrations. Students will enjoy the art of Dr. Seuss and Van Gogh while learning the sounds of M, N and O. Although the weather is cold, students will continue to ride at High Hopes and walk to the library on Fridays.

#### IV. Administrative Reports

##### 1. Superintendent's Report

Mr. Neviaser reviewed the personnel report. Of note, it reflected the upcoming retirement of Margaret Lupone, kindergarten teacher at Lyme Consolidated School, at the end of this school year. Two new I instructional assistants have been hired at the high school and Mile Creek School. There is one vacancy for an instructional assistant at the high school.

Mr. Neviaser reviewed the February enrollment report which reflected a total of 1,285 students in-house. He noted that as part of the budget development process and in terms of long range planning, they have updated the staffing proposals based on the current and projected enrollments.

Mr. Neviaser reported that the district received a grant of \$91,000 for security improvements.

Mr. Neviaser reported on the new signage that has been put up around the district which has received positive feedback.

Mr. Neviaser reported on a problem they are having at the high school with students vaping. He reviewed the steps the administration are taking to discourage the use of vapes. Mary Seidner of the LYSB will give a report to the Board at a future meeting on this problem.

## **2. Business Manager's Report**

Mrs. McCalla reviewed the Executive Budget Summary as of January 31, 2018. All line items are showing a slight increase over last year due to timing of the Board of Ed meeting. In 2017, this meeting was on February 1, which means the reports were prepared at least a week prior to the month of January ending; however, this year's reports include the full month of expenditures and associated payrolls. As in previous meetings, however, the same trends hold for the following:

*Employee Benefits* (due to timing of invoices)

*Special Education* (due to increased tuition and transportation costs)

*Administrative Services* (due to the reclassification of LAP insurance premiums from the facilities budget to the administrative service budget).

Mrs. McCalla reviewed the contingency maintenance report. There is about \$6,000 in new spending from last month due to the water main break; however, the full cost of the issue has not been finalized and is expected to well exceed this amount. The remaining contingency balance is \$124,045.99.

Mrs. Linderman asked that the Business Manager highlight new expenditures on the Contingency Maintenance Report to distinguish them from the previous months' expenditures.

Mrs. Shoemaker asked why the special education budget was 94.3% spent as of January 31. Mrs. McCalla explained how these costs are encumbered.

## **V. Educational Presentation**

There was no educational presentation scheduled for this meeting.

## **VI. Chairman & Board Report**

Mrs. Roche reported that she and Mrs. Linderman will not be in attendance at the April meeting; Mrs. Wilczynski will chair the meeting.

Mr. Cushman reported that he would be unable to attend the LEARN Board meeting the following morning due to a commitment.

## **VII. New Business**

### **1. Tuition Request for Attendance at LOLHS**

Mr. Neviasser reviewed a tuition request for a student to attend Lyme-Old Lyme High School.

**MOTION:** Mrs. Linderman made a motion, which was seconded by Mr. Cushman, to approve the tuition request for Carter Popkin as presented.

**VOTE:** the Board voted unanimously in favor of the motion.

## 2. Field Trip Request

The following background information was given on this agenda item: the FIRST robotics team is seeking to go to the world championship in Detroit in April 2018. The team would leave early in the morning on Wednesday, April 25, as teams are allowed to unpack their robots and go through tech inspection that evening. The competition continues on Thursday, April 27, through Saturday, April 29. The team departs on Sunday, April 29. A total of 3 school days are missed.

The cost for airfare, hotel, mass transit to/from the airport and dinners with the team is usually between \$900-\$1000. Students share accommodations in order to keep the costs down, and there are usually four in each room. They have held two fundraisers to lower the cost of the trip. The percentage of savings will depend on the number of students that attend.

Many of the students are preparing to take multiple AP classes in late April, and the students bring their review packets with them on the trip and work on them while traveling or during down-time when it's available.

Usually about 20-25 students attend this event, and the adults who go usually include Mr. Derry, Mr. Goss and Mr. Gentry, as well as at least six additional adult mentors. These adults include parents and mentors who have been with the team for many years.

As this is the World Championship for FIRST robotics, the opportunities available to students are numerous. The students collaborate and compete alongside students and adults on teams representing many countries. The students also visit tables at the convention center staffed by representatives from highly-competitive colleges and high-tech companies.

In addition, the students experience representing themselves in a trade-show setting by staffing a team "pit" and a Hall Of Fame booth. The handful of teams who have been Championship Chairman's Award winners in previous years are expected to have a presence in the Hall Of Fame and automatically qualify to attend the championship each year based on that accomplishment.

The Team is also requesting that the trip be approved for the next two years as the dates are already set and the cost and details should be about the same. The Robotics Team is seeking approval for the following dates:

2018: Detroit, MI April 25-29

2019: Detroit, MI April 24-28

2020: Detroit, MI April 29-May 3

Discussion followed on fundraising and scholarships. Mr. Cushman asked about the policy of students who want to go on school sponsored trips and are also athletes and miss practices/games while away. Mr. Wygonik explained there is no direct penalty should a student go on a trip but coaches do play their most prepared athletes.

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Shoemaker, to approve the FIRST Robotics Team request to attend the world championship robotics competition in Detroit, Michigan in April 2018, April 2019 and April 2020 as presented.

VOTE: the Board voted unanimously in favor of the motion.

### 3. Washington, DC Field Trip Request

The Board reviewed a proposal for a field trip to Washington, D.C., which would be open to all students in grades 11-12 for March 14-16, 2019.

MOTION: Mrs. Shoemaker made a motion, which was seconded by Mrs. Wilczynski, to approve the field trip request to Washington, D.C., in March 2019 as presented.

VOTE: the Board voted unanimously in favor of the motion.

### 4. Approval of 2018-2019 Proposed Budget

Mrs. Shoemaker requested that in future years she would like a copy of the budget book before they voted on the budget. In-depth discussion took place on the level of detail that has been supplied to the Board in previous years. The administration and Board also discussed how other districts present the budget to their Board members and suggestions were made on providing more detail. The administration explained the detailed work that goes into the development of their building budgets.

There was also discussion on ways to better communicate the declining enrollment vs. increasing budget question brought up at the earlier meeting.

MOTION: Mrs. Linderman made a motion, which was seconded by Dr. Powell St. Louis, to approve the proposed 2018-2019 budget in the amount of \$34,298,528, a 1.97% increase over the current budget.

VOTE: the Board voted unanimously in favor of the motion.

### 5. Wireless Network Upgrade

As part of the multi-year technology infrastructure upgrade plan, the district publicly advertised for upgraded wireless access points and switches. This equipment is eligible for 40% federal ERate grant funding. This equipment is budgeted in the 2018-2019 fiscal year. Bid results are listed below:

SHI International	Non-Conforming Equipment
Extreme Networks	Non-Conforming Equipment
Custom Computer Specialists	\$101,233.64
Frontier Business Edge	\$78,058.00
The Ergonomic Group	Non-Conforming Equipment

CT Computer Service	\$84,009.40
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The recommendation was to contract with Frontier Business Edge for this equipment. Mrs. Shoemaker asked about the customer service of Frontier. Mr. Rhodes explained the installation is done by Connecticut Computer Systems; Frontier is only the supplier of the equipment.

MOTION: Mrs. Winchell made a motion, which was seconded by Dr. Goulding, to award Frontier Business Edge the supply of Cisco wireless access points and switches for \$78,058.

VOTE: the Board voted unanimously in favor of the motion.

#### 6. High School HVAC Equipment Repair

The following background information was supplied on this agenda item: during the extreme cold period in early January, the high school ERU-9 chill water coil froze and failed. This ERU-9 serves the high school kitchen. Because this is specialty HVAC work requiring familiarity with Aaon HVAC equipment, this repair was not publicly bid. However, the school district attempted to obtain competitive bids from other qualified contractors. These included New England Mechanical Services and F&S Mechanical. Neither contractor responded to the request for quotation.

MOTION: Mr. Cushman made a motion, which was seconded by Mrs. Linderman, to award MJ Daly the replacement of the High School ERU-9 chill water coil for \$18,845, waive the public bidding requirement, and fund this from the high school contingency account.

VOTE: the Board voted unanimously in favor of the motion.

#### 7. Architect Selection for Middle School Roof Replacement

The following background information was supplied for this agenda item:

As part of the five year facilities capital projects program, the east wing roof is scheduled to be replaced. The current roof was installed in 1998.

Architectural bids were obtained through a public bidding process. The selection of Hibbard and Rosa Architects was a unanimous decision of the Facilities Committee based on previous roof replacement experience, reference checks and price. Listed below is a list of all bidders for this project.

Total estimated value of the architectural and engineering services will be \$22,425 based on a \$695,960 construction project.

Company Name	Conceptual Design and Estimate Cost	Construction Documents and Administration	Total Estimated Fee
Hibbard and Rosa	\$7900	2.5%	\$22,425
Jacunski Humes Architects	\$5000	5%	\$34,050
J Associates			\$22,000
Quisenbury/Arcari/Malik	\$2750	2.5%	\$17,275
Silver Petrucelli	\$1900	2.5%	\$12,300

Mr. Cushman inquired why the lowest bidder was not chosen. Mr. Rhodes explained they are required to pick the most qualified firm of the top four bids for design agents.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Leonardo, to Contract Hibbard and Rosa Architects to provide architectural and engineering services for the middle school roof replacement project for a 'not to exceed' contract value of \$22,425.

VOTE: the Board voted unanimously in favor of the motion.

#### 8. Middle School Roof Replacement Project Resolution, Building Committee Charter and Educational Specification

The Board reviewed the project resolution, building committee charter and educational specification for the Middle School roof replacement project.

A minor change was recommended to the wording of the Building Committee Charter for consistency purposes.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Linderman, to approve the Building Committee Charter and educational specification for the Middle School roof replacement project as presented. The charge and specification are attached to these minutes for informational purposes.

VOTE: the Board voted unanimously in favor of the motion.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Leonardo, that the Regional School District Board of Education hereby resolves the following for the Middle School Roof Replacement Project:

1. Establishes that the School District's standing Facilities Committee will be the Building Committee for this project;
2. Authorizes the preparation of construction drawings and specifications;



3. Authorizes bidding the project once the construction drawings and specification are approved by the Connecticut Department of Construction Services;
4. Authorizes the filing of the grant application (EDO49);
5. Authorizes funding of \$685,960 for this project from the School District's undesignated fund account.

VOTE: the Board voted unanimously in favor of the motion.

9. Mile Creek Fuel Oil Tank Architect/Engineering Design Proposal

The following background information was supplied on this agenda item: as part of the five year facilities capital projects program, the Mile Creek fuel oil tank is to be replaced. The current fuel oil tank was installed in 1988 and is at end of life. Engineering bids were obtained through a public bidding process. The selection of RZ Design Associates was a unanimous decision of the Facilities Committee based on previous fuel oil tank replacement experience, reference checks, past work for Lyme–Old Lyme Schools as well as being the only bid received. Total estimated value of the engineering services will be \$18,000.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Shoemaker, to contract RZ Design Associates to provide engineering services for the Mile Creek fuel oil tank replacement project for a contract value of \$18,000.

VOTE: the Board voted unanimously in favor of the motion.

10. Mile Creek Fuel Oil Tank Replacement Project Resolution, Building Committee Charter and Educational Specification

The Board reviewed the project resolution, building committee charter and educational specification for the Mile Creek fuel oil tank replacement project.

MOTION: Mrs. Linderman made a motion, which was seconded by Mrs. Shoemaker, to approve the Building Committee Charter and educational specification for the Mile Creek fuel oil tank replacement project as presented. The charge and specification are attached to these minutes for informational purposes.

VOTE: the Board voted unanimously in favor of the motion.

MOTION: Mrs. Winchell made a motion, which was seconded by Mrs. Shoemaker, that the Regional School District Board of Education hereby resolves the following for the Mile Creek School Fuel Oil Tank Replacement Project:

1. Establishes that the School District's standing Facilities Committee will be the Building Committee for this project;
2. Authorizes the preparation of construction drawings and specifications;

3. Authorizes bidding the project once the construction drawings and specification are approved by the Connecticut Department of Construction Services;
4. Authorizes the filing of the grant application (EDO49);
5. Authorizes funding of \$140,000 for this project from the School District's operating budget.

VOTE: the Board voted unanimously in favor of the motion.

### **VIII. Old Business**

#### **1. Irrigation System Design Proposal**

At the October Board meeting, the Board approved moving forward with the design and bidding of a dedicated irrigation water supply system to be funded from the 2017-2018 Facilities Contingency Fund in the amount of \$58,000. John Rhodes updated the Board on the irrigation system design proposal relative to increasing water for the athletic fields on the main campus. Following the capacity testing of the middle school cistern and pond behind the high school, the district has contracted with Millone and McBroom Engineers to produce conceptual designs and estimates for three irrigation water supply options. These include cistern only, pond only, and combination of cistern and pond.

#### **2. Solar Purchase Power Agreement**

John Rhodes updated the Board on the efforts to develop a solar purchase power agreement with Greenskies. The district has been in discussions with Greenskies regarding the installation of solar panels on all school buildings. This has the potential to save the district about \$100,000 per year over the next 20-30 years. At the January meeting, the Board authorized the Superintendent to negotiate a contract with Greenskies for the installation of solar panels on all campuses with the plan that this project take place this summer.

#### **3. Closing of LOLHS Project**

Mr. Neviasser reported that John Rhodes called the state to inquire about the status of the official closing of the high school project. The response was that they would get back to us; as of this date, they have not contacted the district.

#### **4. Report from Committees**

- a. *Facilities*. No report.
- b. *Finance*. No report.
- c. *Communications*. The committee will meet soon to work on the next edition of the *Focus on Education* newsletter.
- d. *Policy*. Mr. Neviasser reported that he has input from the Wellness Committee that he will share with Mrs. Linderman relative to a policy they are working on.
- e. *LEARN*. Mr. Cushman reported that he attended the last meeting of the LEARN Board and discussion centered on the implementation of a STEM class and how districts develop their budgets.

**IX. Correspondence**

The Board discussed a letter and email received from David Kelsey, Old Lyme Board of Finance Chair, and a letter Dr. Goulding received related to the solar purchase power agreement.

**X. Executive Session**

There was no need for an executive session.

**XI. Adjournment**

The regular meeting adjourned at 8:48 p.m. upon a motion by Dr. Goulding and a second by Mrs. Winchell.

Respectfully submitted,

Rick Goulding, Secretary

# **Regional School District No. 18 Lyme – Old Lyme, CT**

## **MIDDLE SCHOOL ROOF REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER**

The Regional District 18 Board of Education has established a Building Committee to assist the Board in replacement of the Middle School roof. The Building Committee will function in a project oversight capacity to monitor the timely completion of the roof replacement plan, to ensure that the completed project meets the programs and improvements approved by the State of Connecticut and by the Board of Education, and to ensure that the project meets the overall project plan, budget. The Building Committee will also:

1. Oversee Project implementation and expenditures and to assist the Board of Education in maintaining the project schedule and budget.
2. Review and approve all change orders.
3. Approve and recommend to the Board of Education project completion when the Building Committee is satisfied.

The Building Committee will act as a decision-making sub committee for the Board of Education with decision-making authority as limited by this approved charter. The Building Committee's responsibilities include:

1. To approve and independently accept the school's project design;
2. To approve building project changes and additions as well as budget line item overruns subject to the following:
  - A. Changes, additions and budget line item overruns not exceeding seventy-five hundred (\$7,500) dollars will be approved by the District's Director of Facilities and Technology.
  - B. Changes, additions and budget line item overruns between seventy-five hundred and ten thousand (\$7,500 and \$10,000) dollars will be approved by a sub committee of the Building Committee that shall be comprised of the Building Committee Chairperson (or his/her designee), Building Committee Vice Chairperson (or his/her designee) and the Director of Facilities and Technology.
  - C. A quorum of the School Building Committee, after having been approved by the Director of Facilities and Technology, will approve changes, additions and line item overruns over ten thousand and not exceeding twenty thousand (\$10,000 and \$20,000) dollars.
  - D. Changes, additions and line item overruns greater than twenty thousand (\$20,000) dollars will be reviewed by the Director of Facilities and Technology and the Building Committee and approved by the Board of Education.

**Regional School District No. 18  
Lyme – Old Lyme, CT**

**MIDDLE SCHOOL ROOF REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER**

E. All change orders will be presented at the regularly scheduled monthly Building Committee meetings along with the monthly budget status report.

Project Changes and Additions will be defined as all change orders, changes to the architect's base contract value and new contracts directly to District 18 affecting all schools.

3. To review a summary of all invoices at the Building Committee meetings;
4. To review the construction project schedule and budget;
5. To review any changes in the project schedule and recommend for approval by the Board of Education;
6. To approve and independently accept the project as being "complete."

The Director of Facilities and Technology shall approve any personnel contracted directly by Regional School District No. 18 assigned to assist the School Building Committee in carrying out its charges.

The Building Committee may take no binding action unless a quorum of the voting members of the Building Committee is present at a Building Committee meeting and a majority of those voting School Building Committee members approves an action by a simple majority vote. A quorum shall be defined as a majority of the current voting members including the chairperson of the School Building Committee. Building Committee members eligible to vote are those members who are residents of Lyme or Old Lyme with the exception of District 18 employees, who are not eligible to vote.

The Building Committee will be dissolved by Board of Education action following the Building Committee approval of the completed Building Project.

Approved by Regional School District # 18 Board of Education on February 7, 2018.

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Michelle Roche  
Board of Education Chairperson

**EDUCATIONAL SPECIFICATIONS FOR  
MIDDLE SCHOOL ROOF REPLACEMENT  
REGIONAL SCHOOL DISTRICT 18**

**1. PROJECT RATIONALE**

Middle School is located at 53 Lyme Street, Old Lyme, CT, 06371. The Middle School roof was partially replaced in 2003. The remainder of the roofing system (24,620 sq.ft.) must be replaced. Funding for this project will be from existing school district fund balance. The School District Facilities Committee has budgeted for the 1998 roof replacement during the summer 2018 in accordance with the Five Year Facilities Projects Plan. Based on roof inspections, it is clear that the existing roof has reached its end of life. If we do not replace the roof at this time, it is likely that extensive damage to associated building components will occur.

**2. LONG-RANGE PLAN**

The Five Year Facilities Projects Plan for the school district maintains a safe and appropriate learning environment. This project will replace the existing roof at the end of its life expectancy ensuring a safe and appropriate school environment.

Regional School District 18 plans to continue to utilize the Middle School in its current capacity, and with appropriate maintenance, as a Middle School for the next twenty years.

**3. THE PROJECT**

Regional School District 18 proposes the following components of its roof replacement project:

- Test for/identify any asbestos or PCB containing roofing and flashing materials.
- Temporarily move (and later return) rooftop equipment.
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner.
- Inspect roof deck and replace problem areas as appropriate.
- Install new roofing system (proposed type: fully adhered PVC).
- Install gutter system.

Current space: Middle School includes the following instructional and support spaces: general classrooms, science laboratories, library/media center, computer lab, gymnasium, music room, art room, special education classrooms, special education resource room, cafeteria, auditorium, nurse's office, kitchen, conference room, school administration's offices, custodial services, storage and boiler plant with pipe tunnels.

Construction: roof replacement will not impact any of these spaces directly.

**Approved:**

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**Board of Education Chairperson Signature**

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**Board of Education Approval Date**

# **Regional School District No. 18 Lyme – Old Lyme, CT**

## **MILE CREEK SCHOOL FUEL OIL TANK REPLACEMENT PROJECT BUILDING COMMITTEE CHARTER**

The Regional District 18 Board of Education has established a Building Committee to assist the Board in replacement of the Mile Creek School fuel oil tank. The Building Committee will function in a project oversight capacity to monitor the timely completion of the fuel oil tank replacement plan, to ensure that the completed project meets the programs and improvements approved by the State of Connecticut and by Board of Education, and to ensure that the project meets the overall project plan budget. The Building Committee will also:

1. Oversee project implementation and expenditures and to assist the Board of Education in maintaining the project schedule and budget.
2. Review and approve all change orders.
3. Approve and recommend to the Board of Education project completion when the Building Committee is satisfied.

The Building Committee will act as a decision-making sub committee for the Board of Education with decision-making authority as limited by this approved charter. The Building Committee's responsibilities include:

1. To approve and independently accept the school's project design;
2. To approve building project changes and additions as well as budget line item overruns subject to the following:
  - A. Changes, additions and budget line item overruns not exceeding seventy-five hundred (\$7,500) dollars will be approved by the District's Director of Facilities and Technology.
  - B. Changes, additions and budget line item overruns between seventy five hundred and ten thousand (\$7500 and \$10,000) dollars will be approved by a sub committee of the Building Committee that shall be comprised of the Building Committee Chairperson (or his/her designee), Building Committee Vice Chairperson (or his/her designee), and the Director of Facilities and Technology.
  - C. A quorum of the School Building Committee, after having been approved by the Director of Facilities and Technology, will approve changes, additions and line item overruns over ten thousand and not exceeding twenty thousand (\$10,000 and \$20,000) dollars.
  - D. Changes, additions and line item overruns greater than twenty thousand (\$20,000) dollars will be reviewed by the Director of Facilities and Technology and the Building Committee and approved by the Board of Education.

**Regional School District No. 18  
Lyme – Old Lyme, CT**

**MILE CREEK SCHOOL FUEL OIL TANK REPLACEMENT PROJECT BUILDING  
COMMITTEE CHARTER**

E. All change orders will be presented at the regularly scheduled monthly Building Committee meetings along with the monthly budget status report.

Project Changes and Additions will be defined as all change orders, changes to the architect's base contract value and new contracts directly to District 18 affecting all schools.

3. To review a summary of all invoices at the Building Committee meetings;
4. To review the construction project schedule and budget;
5. To review any changes in the project schedule and recommend for approval by the Board of Education;
6. To approve and independently accept the project as being "complete."

The Director of Facilities and Technology shall approve any personnel contracted directly by Regional School District No. 18 assigned to assist the School Building Committee in carrying out its charges.

The Building Committee may take no binding action unless a quorum of the voting members of the Building Committee is present at a Building Committee meeting and a majority of those voting School Building Committee members approves an action by a simple majority vote. A quorum shall be defined as a majority of the current voting members including the chairperson of the School Building Committee. Building Committee members eligible to vote are those members who are residents of Lyme or Old Lyme with the exception of District 18 employees, who are not eligible to vote.

The Building Committee will be dissolved by Board of Education action following the Building Committee approval of the completed building project.

Approved by Regional School District # 18 Board of Education on February 7, 2018.

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Michelle Roche  
Board of Education Chairperson



**EDUCATIONAL SPECIFICATIONS FOR  
MILE CREEK SCHOOL FUEL OIL TANK REPLACEMENT  
REGIONAL SCHOOL DISTRICT 18**

**1. PROJECT RATIONALE**

Mile Creek School is located at 205 Mile Creek Road, Old Lyme, CT, 06371. The Mile Creek School fuel oil tank was replaced in 1988. The fuel tank has reached its 30 year end of life. Funding for this project will be from existing school district operating budget. The School District Facilities Committee has budgeted for the fuel oil tank replacement during the summer 2018 in accordance with the Five Year Facilities Projects Plan. Based on the fuel oil tanks 30 year life span, it must be replaced the summer of 2018.

**2. LONG-RANGE PLAN**

The Five Year Facilities Projects Plan for the school district maintains a safe and appropriate learning environment. This project will replace the existing fuel oil tank at the end of its life expectancy ensuring a safe and appropriate school environment and meeting CT regulations.

Regional School District 18 plans to continue to utilize Mile Creek School in its current capacity, and with appropriate maintenance, as a Mile Creek School for the next twenty years.

**3. THE PROJECT**

Regional School District 18 proposes the following components of its fuel oil tank replacement project:

- Remove existing 10,000 gallon fuel oil tank and piping.
- Test the tank grave for contamination.
- Install and test new 12,000 gallon fuel oil tank and piping.
- Install fuel oil tank monitoring system with remote access.

Current space: Mile Creek School includes the following instructional and support spaces: general classrooms, kindergarten, library/media center, computer lab, gymnasium, music room, art room, special education classrooms, special education resource room, cafeteria, nurse's office, kitchen, conference room, school administration's offices, custodial services, storage and boiler plant with pipe tunnels.

Construction: fuel oil tank replacement will not impact any of these spaces directly.

**Approved:**

\_\_\_\_\_  
**Board of Education Chairperson Signature**

\_\_\_\_\_  
**Board of Education Approval Date**