

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary & Middle School / Barre Town Middle & Elementary School / Spaulding High School / Central Vermont Career Center

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—
*Doing whatever it takes to ensure success
for every child.*

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Co-Directors of Special Services

Sandra Cameron, M.Ed., MOT
Director of Early Education/Act 166 Coordinator

Lauren May
Interim Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

TO: Barre Supervisory Union Facilities Committee
David LaCroix, Chair

DATE: October 5, 2018

RE: BSU Facilities Committee Meeting
October 10, 2018 @ 5:30 p.m.
BSU Office

AGENDA

1. Call to Order
2. Additions to Agenda
3. Review/Approve Meeting Minutes - September 11, 2018
4. Tour of Spaulding High School and Central Vermont Career Center
5. Discussion of Committee Business
6. Other Business
7. Items to be placed on future agenda
8. Next Meeting Date
9. Adjournment

Cc: Full Board: John Pandolfo, Chris Hull, Giuliano Cecchinelli, Jamie Evans

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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**BARRE SUPERVISORY UNION
FACILITIES COMMITTEE MEETING**
BSU Central Office – 2nd Floor Meeting Area
September 11, 2018 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli (BCEMS)
Chris Hull – (BTMES)
David LaCroix (SHS) – arrived at 6:19 p.m.

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Jamie Evans – BSU Facilities Director

BOARD MEMBERS PRESENT:

Guy Isabelle Paul Malone

GUESTS PRESENT:

1. Call to Order

The Superintendent, Mr. Pandolfo called the Tuesday, September 11, 2018 BSU Facilities Committee meeting to order at 6:01 p.m., which was held at the BSU Central Office in the 2nd Floor Meeting Area.

2. Additions and/or Deletions to the Agenda

Add 4.1 Committee Organization

3. Approval of Minutes –

As this is the first meeting of the BSU Facilities Committee, there are no Minutes to approve.

4. Introductions

Committee Members and guests introduced themselves, advising of their roles on their respective Boards.

4.1 Committee Organization

Mr. Hull nominated Dave LaCroix to Chair the BSU Facilities Committee. Mr. Cecchinelli seconded the motion. There were no additional nominations.

On a motion by Mr. Hull, seconded by Mr. Cecchinelli, the Committee unanimously voted to appoint Mr. LaCroix as Chair of the BSU Facilities Committee.

The Committee agreed to rotate meeting sites.

The Committee agreed that tours of the district buildings and BSU Central Office would be beneficial in providing a sense of familiarity with each of the buildings.

The Committee agreed that it would be beneficial to create a common format to be utilized for multi-year plans.

The Committee agreed that after tours of the various buildings have been completed, meetings will most likely be held every other month, or on a quarterly basis.

5. Discussion of Committee Business

A document titled 'Barre Supervisory Union 5-Year Facility Draft Plan (dated 09/11/18) was distributed.

Mr. Evans believes the intent of the Committee is to be informative, and the purpose of the Committee is not to direct or be deeply involved in projects. Mr. Evans believes the Committee should provide input for budget development.

Mr. Malone queried regarding the impact that a voted or forced merger would have on the Committee, and advised that he believes adding talented members of the community (to the Committee) would be beneficial. Mr. Isabelle cautioned that if community experts

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are involved in the Committee, they might be precluded from bidding on projects. Lengthy discussion was held regarding the Committee's role in a merged district. Mr. Pandolfo provided a brief overview of the possible make-up of a new 'consolidated' board, and advised regarding formation of a new board under different merge scenarios (voluntary merge / forced merge and a merge involving only Barre schools / a merge involving Barre schools and schools from other towns). The work of the BSU/district facilities committees will need to be revisited in the future, after possible consolidation is finalized. Under consolidation, any district or 'BSU' committees would be defined by the new board. Mr. Evans began an overview of the BSU 5-Year Draft Plan, starting with page 2, which provides information regarding the balances of the various Long Term Maintenance Funds, Proposed Capital Improvement Budgets, and current Construction Budgets. Mr. Evans advised that the Proposed Capital Improvement amount listed for SHS has usually been approved by voters in the past. The Proposed Capital Improvement amounts listed for BCEMS and BTMES, are amounts he has presented to the respective Boards, based on an industry standard of \$1 per square foot. Mr. Evans has asked the BCEMS and BTMES Boards to consider adding these amounts to future budgets in an effort to avoid deferred maintenance. It was noted that the smaller amounts listed under Current Construction Budget, are the "nuts and bolts" for small construction. Additionally, Mr. Evans advised that the \$120,000 in the BCEMS LT Maintenance Fund should be reserved for possible roof work. The BTMES LT Maintenance Fund has a small balance of \$13,580. There is a need to develop a culture to continuously finance for improvements/fixes/construction (maintenance). Mr. Malone queried regarding consideration of different formulas for use in calculating the annual amount that should be budgeted for maintenance of buildings. Mr. Malone advised regarding some of the structural formulas used to allow for successful long term maintenance of buildings. Mr. Evans reiterated that \$1 per square foot is the current known Industry Standard. Additional discussion was held regarding how funds will be equitably distributed/allocated under a consolidated district. It was noted that the new Uniform Chart of Accounts probably allows for some breakdown by location. Lengthy discussion was held regarding the budgeting process, including various opinions on whether or not the 'Capital Improvement' amount should be voted on as a Separate Article.

Mr. Evans proceeded to provide an overview of page 1 of the draft document, which provides a five year breakdown of projects for each of the district schools. It was noted that the project years listed, refer to the summer in which work is planned for, but the funds are from the 'following' year e.g. summer 2018 projects are funded from the FY19 budget. It was noted that all schools budget \$5000 annually for safety related projects/supplies. The \$10,000 VSBIT safety grant is rotated annually. The rotation process allows for large safety projects to be completed at individual schools (every three years). It was agreed that adding a 'Total' line to the bottom of the report would be helpful.

6. Other Business

None.

7. Items to be placed on Future Agendas

Building Visits

8. Next Meeting Date

The next meeting will be held on October 10, 2018 at 5:30 p.m., at Spaulding High School.

A tour of Spaulding High School will be the main focus of the meeting. It was suggested that advisory groups and Board Members from all Board accompany the tours.

9. Adjournment

The Committee agreed by consensus, to adjourn at 7:34 p.m.

Respectfully submitted,

Andrea Poulin