

BARRE SUPERVISORY UNION DISTRICT #61

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

Lisa Perreault
Business Manager

Jacquelyn Ramsay-Tolman M.Ed., CAGS
Director of Curriculum, Instruction, and Assessment

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

Donald E. McMahon, M.Ed.
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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 Unified Union School District Facilities Committee
Giuliano Cecchinelli, Tim Boltin, Victoria Pompei

DATE: May 8 2019

RE: Barre Unified Union School District Facilities Committee Meeting
May 14, 2019 @ 5:30 p.m.
Barre City School James Taffel Library

AGENDA

1. Call to order
2. Organization
3. Additions or deletions to the agenda
4. Approval of individual committee minutes
 - 4.1. Barre City Facility Committee Minutes: April 1, 2019
 - 4.2. Spaulding High School Facility Committee Minutes: November 14, 2018
 - 4.3. Barre Supervisory Union Facility Committee Minutes: October 10, 2018
 - 4.4. Barre Town Finance/Facility/Transp. Committee Minutes: September 19, 2018
5. New Business
 - 5.1. Discussion of Multi-Year Plan
 - 5.2. Barre City School Tour
6. Other Business
7. Items to be placed on future agenda
8. Next Meeting Date: Tuesday, June 11, 2019 - 5:30 pm - SHS Library
9. Adjournment

Cc: John Pandolfo, Hayden Coon, Stacy Anderson, John Walker, Jason Fleury, Lisa Perreault, Michael Deering, Andy McMichael, David Lacroix, Jay Paterson, Paul Malone, Brenda Waterhouse, Penny Chamberlin, Jamie Evans, Chris Hull, Scott Griggs, Jen Nye, Erica Pearson, Donna Kelty, John Santorello, Luke Aither, Ed Rousse, Andre Dessereau, Jason

BOARD/COMMITTEE 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

BCEMS Facility Committee Meeting Minutes

BCEMS Conference Room

April 1, 2019 5:00pm

Members in attendance: Giuliano Cecchinelli, Andrew McMichael, Jamie Evans, Chris Hennessey, Hayden Coon, and Paul Malone

Call to Order: 5:01pm

Additions/Deletions to the Agenda: Add discussion of a BCEMS sign to old business.

No public comment.

Old Business:

State Safety Grant: The remainder of the grant will be used to upgrade five cameras from analog to digital.

Bus Loop: The passage of the budget will determine when the enlargement will happen. A traffic study will be the next step in the process.

BCEMS Sign: Jamie will look into styles and cost for placement of a BCEMS sign on the building.

New Business:

Roof Project Update: Dayco, Inc. was the selected company for the summer roof project. They are unable to do the work due to a labor shortage. Evergreen Roofing, the next lowest bidder is able to do the work during the same time. The cost of the project will increase from \$238,000 to \$281,300. Due to the roof construction. Summer school will be at Barre Town Elementary. Jamie would like to see a two year rotation of summer school between the two elementary schools. This will allow the custodial staff to complete more projects.

Summer Projects: Eight elementary classrooms will have the carpet removed and replaced with tile. The gym floor will be refinished. Last year the floor had a water based finish which did not wear well. This year the floor will get an oil base finish.

Next Meeting: May 6 @5pm

Adjourn: 5:51pm

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SPAULDING HIGH SCHOOL
FACILITIES COMMITTEE MEETING
 Spaulding High School Library
 November 14, 2018 - 3:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix - Chair
 Luke Aither, Assistant Principal
 Andre Dessureau
 Jason Derner, Assistant Director Central Vermont Career Center
 Jamie Evans, Facilities Director

COMMITTEE MEMBERS ABSENT:

Joe Blakely
 Ed Rousse

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. LaCroix, called the Wednesday, November 14, 2018, Facilities Committee meeting to order at 3:36 p.m., which was held at the Spaulding High School Library.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes – September 12, 2018 Facilities Committee Meeting

On a motion by Mr. Evans, seconded by Mr. Dessureau, the Committee unanimously voted to approve the Minutes of the September 12, 2018 Facilities Committee meeting.

4. Installation of New Interior Safety Doors with Safety Grant Monies

Mr. Evans advised that he is working with a contractor to discuss installation framework issues. Fabrication to existing door frames is not an option. Mr. Evans will continue to research alternatives and will discuss the findings with the Fire Marshall. The next step (for safety door installation in the nurse's office area and the CVCC hallway) is to contact EF Wall to schedule a site visit. Mr. Evans advised that due to framework issues, safety door installation will cost more than anticipated and may use all of the safety grant money. In response to a concern raised by Mr. Aither, Mr. Evans advised that he does not believe using all of the safety grant money for doors (and none for installation of glass walls) will cause any issues. Brief discussion was held regarding installation of a wall to prevent entry into the science hallway, while maintaining access to the math hallway. Mr. Aither would also like to look into the possibility of 'locking off' the math hallway.

5. Update Status of New Exterior Sign

Mr. LaCroix will contact Mr. Calcagni regarding installation of the columns. The power lines can be installed after the columns are set. The header can be set at a later date. Prior to installation, some discussion will need to be held to confirm measurements and the location of pins.

6. Discussion of CVCC Relocation/Move

Mr. Derner advised that the RAB Board requested that additional investigation and community outreach be performed. Mike Deweese will be utilized to begin the exploratory piece. Administrators have met with Mr. Deweese twice in an effort to develop a communication plan and to discuss the additional components, including a needs assessment and feasibility study. The research phase is moving forward and an update will be provided to the Spaulding Board at their December meeting. Mr. LaCroix recommends that the SHS and BSU Boards conduct a feasibility study regarding moving the Central Office and some SPED Programs to the space currently occupied by CVCC.

7. Other Business

None.

8. Future Agenda Items

Fire Alarm Panel – working with Simplex to determine replacement cost

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9. Next Meeting Date

The next meeting will be held on Wednesday, December 12, 2018 at 3:30 p.m., in the Spaulding High School Library

10. Adjournment

On a motion by Mr. Dessureau, seconded by Mr. Evans, the Committee unanimously voted to adjourn at 4:35 p.m.

Respectfully submitted,
Andrea Poulin

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**BARRE SUPERVISORY UNION
FACILITIES COMMITTEE MEETING**
BSU Central Office – 1st Floor Meeting Area
October 10, 2018 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

David LaCroix (SHS) - Chair
Giuliano Cecchinelli (BCEMS)
Jamie Evans – BSU Facilities Director
Chris Hull– (BTMES) – arrived at 5:42 p.m.

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent

GUESTS PRESENT:

None

1. Call to Order

The Chair, Mr. LaCroix called the Wednesday, October 10, 2018 BSU Facilities Committee meeting to order at 5:37 p.m., which was held at the BSU Central Office in the 1st Floor Meeting Area.

2. Additions and/or Deletions to the Agenda

Brief discussion was held regarding technology infrastructure upgrades that are needed to improve speed and reliability. Necessary upgrades include wireless hubs and fiber optic lines. It was decided that discussion of this item should be held by the BSU Finance Committee.

3. Approval of Minutes – September 11, 2018 BSU Facilities Committee Meeting

On a motion by Mr. Hull, seconded by Mr. Evans, the Committee unanimously voted to approve the Minutes of the September 11, 2018 BSU Facilities Committee meeting.

The Committee toured the Central Office. It was noted that over the years, there has been an increase in staffing needs at the Central Office. Multiple offices have been created to accommodate the needs, but more offices need to be created. The Central Office does not have an elevator and does not provide universal access. The Central Office lacks a place to hold confidential meetings. The \$20,000 budgeted annually for ‘maintenance/construction’, does not cover improvements that need to be made. Parking issues are currently being worked on and it is anticipated that some additional parking spaces can be created for less than was originally anticipated.

4. Tour of Spaulding High School and Central Vermont Career Center

The Committee began its tour of SHS at 6:05 p.m. Mr. Evans advised that SHS was built in 1964. The SHS tour included viewing of classrooms in various ‘halls’, including the Math Hall, Science Hall, the Foreign Language Hall, and the History/English Hall. Other areas viewed included; the Auditorium, Library, Technology Team/Server Area, Cafeteria, and Woodchip Boiler building. Mr. Evans advised regarding completed and future projects relating to increased security. It was noted that the ‘construction’ portion of the SHS budget has allowed for much needed upgrades, including renovations to science classrooms and bathrooms, and replacement of floors and heating units. It was noted that SHS is not fully sprinkled. Brief discussion was held regarding the roof in both the SHS and CVCC sections of the building. Mr. Evans advised that additional insulation has improved heat containment in the winter, but does not assist with keeping the building cool in the hotter months. Some sections of the building have air conditioning, but much of the school does not. The tour included viewing of the CVCC area of the building and it was noted that asbestos remediation to this section is 100% complete. The CVCC tour included viewing of the newly built administrative offices and school entrance, as well as ‘The Lunch Box’ (the Culinary Arts Program’s restaurant). The SHS/CVCC tour concluded at 7:15 p.m.

5. Discussion of Committee Business

No discussion.

6. Other Business

None.

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7. Items to be Placed on Future Agendas

Tour of the BCEMS Facility

8. Next Meeting Date

The next meeting will be held on Tuesday, November 20, 2018, at 5:30 p.m. at Barre City Elementary and Middle School.

9. Adjournment

On a motion by Mr. Hull, seconded by Mr. Evans, the Committee unanimously voted to adjourn at 7:18 p.m.

Respectfully submitted,

Andrea Poulin

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**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE/FACILITIES/TRANSPORTATION COMMITTEE MEETING**
Barre Town Middle and Elementary School Library
September 19, 2018 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Jay Paterson – Chair

ADMINISTRATORS PRESENT:

Scott Griggs, Principal

Jaime Evans, Facilities Director

Terrie Murray, Transportation Coordinator – departed at 6:22 p.m.

Jennifer W. Nye, Principal

COMMITTEE MEMBERS ABSENT:

Chris Hull

EX-OFFICIO MEMBERS ABSENT:

Donna Kelty

GUESTS PRESENT:

Pat MacAskill

1. Call to Order

The Chair, Mr. Paterson, called the Wednesday, September 19, 2018, Finance/Facilities/Transportation Committee meeting to order at 6:04 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda

Add: 8. Other Business

9. Next Meeting Date / Future Agenda Items

10. Adjournment

3. Visitors and Communications

None.

4. Administration

4.1 Review May 16, 2018 Committee Meeting Minutes.

The Committee agreed by consensus to approve, as amended, the Minutes of the May 16, 2018 Finance / Facilities / Transportation Committee meeting.

5. Finance

5.1 Review Year End and Any Changes

Four reports were distributed; BTMES FY18 Expenditures/Year-end Projection Report, the BTMES General Fund Expenditures and Revenue Fund Reports, and the BSU Expenditures FY18 Report (all dated 09/19/18). There is currently an unaudited projected surplus of \$83,890. The change from a projected deficit to a projected surplus is mainly the result of SPED revenue. Brief discussion was held regarding the deficit in Transportation which may be due in part to unbudgeted adult riders, field trips and pre-school runs. If adult riders are not budgeted for FY19, there may be another deficit. FY20 budget discussion should include the expenses associated with adult riders, adding an A run bus and adding preschool runs.

6. Transportation Update

Mrs. Murray provided a transportation update which included; the hiring of 3 new drivers, the addition of pre-school students on every bus (last year pre-school students rode on only 3 of the buses), shortened route times (routes are now 20 to 40 minutes), and the presence of adult riders on all buses. Some bus seats will need to be replaced (current seats are in their 6th year of use). The cost for seats is \$175 each. It is not known if BTMES or STA is responsible for the cost of seat replacement. The new school year has resulted in a great number of new stops and changes to stops but all seems to be working well. It is believed that there was difficulty accessing student data (in Infinite Campus) and that the analysis of middle school bus routes (utilizing VersaTrans software) was not done. Mrs. Nye advised that the new buses have pull down seats with built in 5 point harnesses. The possibility of keeping a spare bus on school premises is still being researched, but there are possible complications related to parking and plugging the bus in during winter.

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The Committee was asked to consider adding transportation for summer school to the FY20 budget. It was noted that the addition of one bus to the A run (now using 7 buses) has resolved the issue of needing to dismiss middle school students a bit early each day. Early dismissal (approximately 5 minutes) of middle school students may be necessary when road conditions are bad. Pre-school buses also increased by one.

7. Facilities

7.1 Summer Review

A document titled BTMES 2018 Summer Projects was distributed. This report was previously distributed at the last Board Meeting. In response to a query from Mr. Paterson, Mr. Evans advised that roof seam work was planned for the summer of 2018, was completed, and has a 3 year warranty. There are 2 roof sections left to be done (mainly seam work). In response to a query from Mr. Paterson, Mr. Evans advised that the A wing air conditioner was replaced last year (2017), the two other large units seem to be in good shape. Some of the smaller units may need replacement sooner than the large rooftop units.

7.2 Engineering Report on Entry

Three documents were distributed; a letter from DeWolfe Engineering Associates (dated 08/10/18) – Pier Review and Repair Recommendations, a drawing depicting a section of a canopy concrete column, and a Budget Proposal from an unnamed vendor (dated 09/13/18) to be used for budgeting purposes. This proposal will be utilized to assist with determining the cost associated with reconstruction of the walkway and aprons for the bus loading area. Mr. Evans provided an overview of the documents, advising that a technician tested each of the canopy columns and that the pictures of the columns were reviewed with an engineer. It was reported that the columns that look the worst are actually structurally sound, though it is recommended that some cosmetic work be performed. A more permanent fix will involve removing all loose concrete, stabilizing the columns with rebar and pins and building concrete sleeves around the repairs (bases of columns). The expense associated with the permanent fix is approximately \$100,000. Mr. Evans proceeded to provide an overview of the ‘canopy section’ document, and reported that he was advised that the insulating sleeves may not have been installed properly. This assessment may be due to changes in code/standards/practices since the sleeves were installed. Mr. Evans advised that the fixes to the insulating sleeves do not need to be performed immediately or next summer. At some point in the future (5 years or so), the Committee/Board may wish to reconsider the design of the front area of the school. Mr. Evans recommends performing the column permanent fix next summer, while putting on hold, a possible redesign of the front area.

Mr. Evans provided an overview of the Budget Proposal, advising that the contractor is intentionally not being identified in an effort to preserve his/her right to bid on the job should the Board decided to move forward with sidewalk work. The issues with the walkway are believed to be caused by contamination (by clay) of the subbase. This contamination probably occurred because no roadway fabric was installed. The proposal includes 8 items, at least one of which Mr. Evans feels could be omitted from the project to help reduce expenses. In response to a query, it was noted that alternatives to concrete, come with their own set of issues including heaving, which presents a tripping hazards. Mr. Evans recommends that exterior column and sidewalk repairs be completed next summer (2019). It was noted that the canopy rooftop is structurally sound.

7.3 Water Retention Pond

A document titled ‘Preliminary Design - Proposed Stormwater Improvements - Barre Town Elementary School’ from Watershed Consulting Associates, L.L.C. was distributed. Mr. Evans advised that Friends of the Winooski did a study (at no cost to BTMES) regarding proposed watershed improvements. Mr. Evans and Mr. Pandolfo met with Michele Braun to discuss the proposed project. and were advised that some grant funding may be available for the design phase, but Friends of the Winooski would want a commitment that the project will be followed through with. The cost of the proposed project is approximately \$115,000. It is unknown if other grant funds will be available for the construction phase of the project. Though the project is not mandated at this time, there is proposed legislation (Act 64) that could have a future impact relating to surface water retention. Mr. Paterson queried regarding whether or not the Town of Barre would be willing to assist with the costs associated with the project. Mr. Evans advised that if any type of standing water retention area is constructed, student safety must be the first priority. Standing water may also create an insect problem. Mr. Paterson asked if Ms. Braun had any other recommendations for smaller types of projects/improvements that could be performed to mitigate the problem (slow the flow of water). Mr. Evans advised that Ms. Braun is willing to attend a Board Meeting. Mr. Evans will contact Ms. Braun regarding attendance at an upcoming Board Meeting.

7.4 Begin Long-Term Plan Process/Expectations

Mr. Evans reiterated his request that the Committee/Board budget \$158,000 annually for the Capital Improvement Fund. This amount, which Mr. Evans believes is reasonable and fair, is in line with the \$1 per square foot industry standard. There is currently no shortage of projects to be completed, and Mr. Evans believes it is responsible to budget the proper amount each year to help avoid large deferred maintenance costs in the future. Twelve years ago, SHS began budgeting using the industry standard and the building has seen many much needed improvements over the years. This budgeting technique has been very beneficial to SHS.

Mr. Paterson suggested that the Committee/Board considering hiring a consultant to perform an analysis/study of each building. The analysis should include identification of immediate needs, identification of long-term needs, prioritization of work to be performed, and future planning. The analysis should include plumbing, heating, fire protection systems, electrical systems, and mechanical

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systems. The cost for this type of analysis is unknown. Mr. Evans agrees that it would be wise to have this analysis completed, but cautioned that funding for projects will need to be supported. Mr. Paterson feels that a comprehensive plan such as the one proposed helps solidify and justify requests for funding. Boards will need to be prepared to support recommendations and be willing to budget for projects. Mrs. Nye queried regarding grant funding that might be available to assist with such a project. Grant funding is not known at this time. Mr. Evans advised that VSBIT performs safety checks of playgrounds and a limited amount of other areas on campus. It is not known if the AOE has a check list of items required by schools. Mr. Paterson will present the idea of 'Building Analysis' at the BSU Facilities Committee Meeting.

8. Other Business

A document titled 'RFP Results for BSU Snow Plowing Bids – FY18 & 19-REVISED 9/13/17' was distributed. Mr. Evans asked that Committee Members review the document which contains the bids for the current (and past year's) snow plowing. Mr. Evans believes that more money should be budgeted for future years to assure better quality of service and to address safety issues. Additionally, Mr. Evans advised that the Committee/Board may wish to consider leasing a truck with a plow to handle smaller jobs (squalls, mid-day issues) etc. A leased truck/plow would not be performing the regular plowing. A leased truck would also be beneficial for other errands/small jobs that need to be performed. Currently employees use their personal vehicles when running school errands and picking up school supplies. This practice may pose a liability issue.

9. Next Meeting Date and Agenda Items

The next meeting is scheduled for Wednesday, October 17, 2018. It is anticipated that this meeting will be changed to a Regular Board Meeting so that the Board can work on Budget Development.

Future Agenda Item:
Budget Development

10. Adjournment

The Committee adjourned at 7:33 p.m.

Respectfully submitted,
Andrea Poulin