

**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. 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 in 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 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