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**Barre Unified Union School District**

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**John Pandolfo**  
Superintendent of Schools

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

**Barre Town Middle & Elementary School  
Central Vermont Career Center**

**Carol Marold**  
Director of Human Resources

**Emmanuel Ajanma**  
Director of Technology

**Lauren May**  
Director of Early Education

**Jamie Evans**  
Director of Facilities

**Josh Allen**  
Communications Specialist

## **MEMORANDUM**

**TO:** Barre Unified Union School District Facilities and Transportation Committee  
Giuliano Cecchinelli - Chair, Tim Boltin - Vice Chair, Victoria Pompei, Guy Isabelle

**DATE:** December 2, 2019

**RE:** Barre Unified Union School District Facilities and Transportation Committee Meeting  
December 9, 2019 @ 5:30 p.m.  
BUUSD Central Office, First Floor Conference Area

## **AGENDA**

1. Call to order
2. Additions/Changes to Agenda
3. Public Comment
4. Approval of Minutes
  - 4.1. Meeting Minutes of November 4, 2019
5. New Business
  - 5.1. Projects and Sharing of Updated 5-Year Plan
6. Old Business
  - 6.1. Generator Discussion
  - 6.2. Transportation
7. Other Business
8. Items for Future Agenda
9. Next Meeting Date: January 13, 2019, 5:30 pm, BUUSD Central Office, 1st Floor Conference Area
10. Adjournment

## 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

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**BARRE UNIFIED UNION SCHOOL DISTRICT  
FACILITIES AND TRANSPORTATION COMMITTEE MEETING**  
BUUSD Central Office – First Floor Conference Area  
November 4, 2019 - 5:30 p.m.

## MINUTES

### COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)  
Tim Boltin, Vice Chair - (BC)  
Guy Isabelle – (At-Large)  
Andrew McMichael – (BC) – departed at 6:45 p.m.  
Victoria Pompei – (BT)

### COMMITTEE MEMBERS ABSENT:

### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent  
Jamie Evans – Facilities Director  
Jennifer Nye, BTMES Principal – departed at 7:08 p.m.  
Erica Pearson, BTMES Principal – departed at 7:08 p.m.

### GUESTS PRESENT:

Dave Delcore – Times Argus      Pat McAskill      Jack Mitchell      Ed Rousse

#### **1. Call to Order**

**The Chair, Mr. Cecchinelli, called the Monday, November 4, 2019 BUUSD Facilities Committee meeting to order at 5:30 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area.**

#### **2. Additions and/or Deletions to the Agenda**

None.

#### **3. Public Comment**

Mr. Rousse addressed the Committee and advised that he has been in contact with the engineer for the U32 track, regarding an estimate for a rubberized track at SHS. This effort was coordinated with Mr. Evans and Bob Lord. There is a possibility that the Spaulding Foundation may raise funds for this project, as they feel replacement of the track is the most pressing matter relating to the athletic fields. Craig Chase has volunteered to create a site plan for this potential project. It is understood that the process of determining the cost of the project is in an infantile stage. The SHS Foundation would be excited to begin fund raising for a new project. Mr. Isabelle advised regarding Kerri Lamb's recent discussion with the Committee, advising that she is also interested in having a Committee formed to discuss improvements to the SHS athletic fields. Perhaps a coordinated effort should be considered.

#### **4. Approval of Minutes**

##### **4.1 BUUSD Facilities Committee Meeting Minutes – October 7, 2019**

**The Committee agreed by consensus to approve the Minutes of the October 7, 2019 BUUSD Facilities Committee Meeting.**

##### **4.2 BUUSD Facilities and Transportation Committee Special Meeting Minutes – October 15, 2019**

**The Committee agreed by consensus to approve the Minutes of the October 15, 2019 BUUSD Facilities and Transportation Committee Special Meeting.**

#### **5. New Business**

No new business was presented for discussion.

#### **6. Other Business**

##### **6.1 Bollard Follow-up**

Mr. Evans reported that the new bollards were installed today. The next steps will be to pave around the bollards and install the chains. Installation of Barre Gray bollards was the result of efforts by Mark Gherardi (Buttura & Gherardi Granite Artisans), Bob Pope (Swenson Granite), and the Rock of Ages Corporation. The Committee agreed that thank you letters should be sent to those involved in the project. Mr. Pandolfo will draft a letter, and forward it to Mr. Cecchinelli for review. It was noted that the Barre Granite Association has advised that they are willing to donate other granite pieces in the future.

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## 6.2 Generator Follow-up

A document titled 'Future Capitol Improvements' was distributed. Mr. Evans provided historical information relating to discussion of installation of a generator at BTMES. BTMES currently has a small generator that powers the boiler and emergency lights, but does not have a generator with an automatic transfer switch to operate the entire building. Mr. Evans advised that a Tier II generator would need to be installed to power the entire building, and advised that if BTMES were to be used as an emergency shelter, the generator requirements are greater. Mr. Evans advised regarding estimates obtained in 2016 (\$146,500, plus labor for installation of a pad and an electrical contractor). Mr. Evans advised regarding the generator installed at BCEMS, noting that grant funding was available for that generator, but that similar grant funding is not available for installation of a generator at BTMES. The generator at BCEMS is also used at times to reduce the load to GMP. It was noted that Green Mountain Power provides a fiscal benefit to BCEMS for using the generator for this purpose. The expenses relating to the generator at BCEMS are approximately \$5,000 annually (fuel, service contract, inspection). BCEMS is a secondary overflow Red Cross shelter. The Barre Auditorium is the regional shelter.

Jack Mitchell, Chair of Barre Town Emergency Management addressed the Committee, providing historical information relating to the possible acquisition of a generator for BTMES. Mr. Mitchell advised that he began working on this slow moving project with the previous Facilities Manager Grant Fleming. Though much discussion has taken place, thus far there has been no action to move the project forward. Emergency Management would like to see this project move forward. Much work and research was performed using grant funding. It is Emergency Management's goal to equip BTMES so that it can be an emergency shelter. This initiative requires purchase of a generator (Tier IV), installation of a pad, and electrical work, including installation of a transfer switch. Mr. Mitchell believes some of the work could be performed 'in kind'. For BTMES to qualify as an emergency shelter, the generator would need to provide power to the kitchen, gym, lobby and showers. Shared purchase of the generator has not been thoroughly discussed, though it is believed that the Town wants BTMES to be partially financially responsible. Additional costs to consider include ongoing maintenance, fuel, inspections etc. It has not been determined who would be responsible for those expenses. Mr. Mitchell advised that in the past, the Town has used lease/purchase options for some of its expensive equipment, and queried regarding the possible use of a lease/purchase option for acquisition of a generator. In addition to financing issues, there are other logistics to be considered, including whether or not to keep school open when the school is being used as a shelter, and how to assure student safety during such circumstances. Mrs. Nye and Ms. Pearson are agreeable to beginning a conversation on this issue and are open to exploring the options. It was noted that power outages at the school are very rare, though some are concerned that weather patterns are changing and that power outages may increase. Ms. Pearson advised that she is more concerned with power to the school in the event of a 'shelter in place' event. Mr. Pandolfo has no recommendation at this time, but feels that this issue should be considered a fairly high priority, though the list of other priorities needs to be considered. Mr. Pandolfo would like to see measures taken at SHS to insure that communication abilities are not lost. Mrs. Pompei wants the Committee/Board to take time to thoroughly research this issue, and does not want a 'knee-jerk, bollards' reaction. Mrs. Pompei queried regarding the reason that BTMES was not previously chosen by the Red Cross as an emergency shelter. The process going forward would be to ascertain if the Red Cross requires a Tier IV generator, the cost of a Tier IV generator (believed to be approximately \$75,000 more than a Tier II), safety information, a recent estimate on costs, confirmation that BTMES can be used as a shelter, and obtaining Red Cross shelter requirements. Generator discussion will be added to next month's agenda.

Discussion was held regarding the recent power outage that resulted in the closure of SHS and BTMES. During the outage, BCEMS was able to continue operating. Ms. Pearson provided a brief overview of the event at BTMES, advising that she felt it went well, and that many staff members went above and beyond to assist. The Crisis Response Team will be holding a debriefing on the event. Mr. Pandolfo provided an overview of the decisions that needed to be made at all of the schools, including CVCC. Of the many issues being considered, IT and phone service was a big priority. SHS has UPS (uninterrupted power service) to assist during outages. UPS is a short term power supply used to protect/operate IT equipment, and operate the phone system. The UPS battery back-up system is only for very short-term use. The BUUSD IT controls are located at SHS. If the control center remains at SHS, it would be most beneficial to install a generator that is capable of operating that equipment. Installation of a generator for this purpose would further protect IT equipment and assure that communication capabilities are not compromised. Ms. Pearson advised that communication issues were the largest frustration during the outage. Mr. Cecchinelli advised that parent pick-up of students was chaotic during the outage. This issue is believed to be the result of limited/lost communication abilities.

Mr. Evans provided an overview, by building, of the "Future Capitol Improvements" document. Mr. Evans believes the Town of Barre should shoulder most of the costs associated with installation of a generator. Mr. Cecchinelli queried regarding prioritizing the list based on the number of students served and safety concerns. It was noted that the 5 Year Plan is a spreadsheet for budgeted items (covered by the regular maintenance budget). The list presented this evening contains 'bond' type items. It was noted that some of the items on the list do not have estimates or firm estimates. The Committee would like Mr. Evans to prioritize the list, which includes the generator for BTMES. The Committee, after reviewing the prioritized list, may wish to make a recommendation to the Board regarding a bond for specific projects, or a bond to cover all of the listed items.

## 6.3 Transportation

Committee members were advised to e-mail Mr. Cecchinelli with any transportation issues they would like to discuss. It was noted that the transportation contract is a multi-year contract. Mr. Isabelle believes the Committee should start discussion on how

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transportation can be done differently, including the possible use of Green Mountain Transit and other transportation vendors. Thus far, Green Mountain Transit hasn't been able to provide stops at locations that would benefit SHS students. Mrs. Pompei believes discussion should also be held regarding optimization of route design, and who should be involved in a route design study.

## **7. Items to be Placed on Future Agendas**

- **Revisit Generator Discussion**
- **Transportation**
- **Projects and Sharing of the Updated 5 Year Plan**

## **8. Next Meeting Date**

The next meeting will be held on Monday, December 9, 2019 at 5:30 p.m., at the BUUSD Central Office in the First Floor Conference Area.

## **9. Adjournment**

**The Committee agreed by consensus to adjourn at 7:55 p.m.**

Respectfully submitted,  
*Andrea Poulin*