

**Barre City Elementary & Middle School
Spaulding High School**

Lisa Perreault, SFO
Business Manager

Jessica Barewicz, M.Ed.
Director of Curriculum, Instruction, and
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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, MAT
Director of Technology

Lauren May, M.Ed.
Director of Early Education

Rebecca Webb, M.Ed.
Act 166 Regional Coordinator

Josh Allen
Communications Specialist

MEMORANDUM

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

DATE: July 28, 2020

RE: Barre Unified Union School District Facilities and Transportation Committee Meeting
August 10, 2020 @ 5:30 p.m. via Google Meet
Meeting ID: meet.google.com/yva-xiqt-dmj
Phone Number: (US)+1 240-292-8164 PIN: 644 880 341#

Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law

AGENDA

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comment
4. Approval of Minutes
 - 4.1. Meeting Minutes of June 8, 2020
5. New Business
 - 5.1. Building Preparations for COVID-19
6. Old Business
 - 6.1. Summer Projects Update
 - 6.2. SEA Project Update
 - 6.3. Electric Bus Update
7. Other Business
8. Items for Future Agenda
9. Next Meeting Date: Monday, September 14, 2020; 5:30 pm
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
June 8, 2020 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)
Tim Boltin, Vice Chair - (BC)
Guy Isabelle – (At-Large)
Andrew McMichael

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

Hayden Coon, BCEMS Principal
Jamie Evans, Facilities Director
Scott Griggs, CVCC Assistant Director

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Cecchinelli, called the Monday, June 8, 2020 BUUSD Facilities and Transportation Committee meeting to order at 5:37 p.m., which was held via video conference (Zoom).

2. Additions and/or Deletions to the Agenda

5.1 Swish Representative – FDMA Buyers Group – buyers group should be labeled “FMDA” (Facilities Maintenance and Directors Association)

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – May 11, 2020 BUUSD Facilities and Transportation Committee Meeting

The Committee agreed by consensus to approve the Minutes of the May 11, 2020 BUUSD Facilities and Transportation Committee meeting.

5. New Business

5.1 Swish Representative – FMDA Buyers Group

Mr. Evans advised that he has been in discussions with Mrs. Perreault and it was noted that SHS wasn't, until recently, in the FMDA Buyers Group. Mrs. Perreault is working with Chris Locarno to make sure that SHS and the Central Office are part of the Buying Group and will receive the same prices as the other schools in the district. After that issue is finalized, discussion can begin relating to any other issues that may have been identified. Mr. Cecchinelli queried regarding different levels of buying in bulk. It is believed that anyone in the buyers group will receive the same price for the specified items. FMDA is a statewide buying group, and any school that joins the group should receive the same pricing. Mr. Isabelle queried regarding how the BUUSD would proceed if they wanted to leave the buying group and go out to bid solo. Mr. McMichael advised that FMDA did go out to bid for products. It was noted that at the previous Finance Committee, it was announced that SWISH won the most recent bid for FMDA.

6. Old Business

6.1 Summer Projects Update

BCEMS Bus Loop – This project went out to bid and bids were due last Thursday. Six contractors were invited to bid, of which, three came to the site visit. Of the three that attended the site visit, two submitted bids and one declined to bid. The recommendation to hire a specific contractor will be presented to the Board at their next meeting.

BTMES Canopy – A site visit was held last Friday. Six contractors were invited to attend. Three contractors participated in the site visit. Bids are due one week from Friday (06/12/20).

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SHS Underground Heating Pipes – All of the necessary information has been obtained. An RFP is being crafted.

In response to a query regarding bidders for projects, Mr. Evans advised that some contractors bid on multiple projects, some bid on only one. Bidding is related to the type of work that contractors do, so not all would be qualified to do the work on all projects.

6.2 SEA Project Update

Mr. Evans and Mr. Derner are in daily contact with architect David Laurin, and meet with him twice a week. The Project Team meets once per week. The closing for the purchase of the property has been completed. Building design is ongoing and is proceeding well. It is anticipated that by 06/15/20, plans will be ready to be presented to the Barre City Design Review Board. Contractors who wish to bid on the project need to be pre-qualified, which means that only contractors who meet required standards will be 'qualified' and allowed to bid.

In response to a query, Mr. Evans provided an overview of how the BUUSD determines which contractors to reach out to for specific jobs. It was noted that contractors are generally solicited based on prior work and recommendations. Bidders must fulfill bidding requirements. Mr. McMichael advised that most 'jobs' are posted publicly so most contractors are advised regarding upcoming jobs. Mr. Isabelle would like to know more about the process. Mr. Evans advised that there is no formal process, but the BUUSD does follow statute, which requires proof that at least three bids are solicited. Typically, three or more contractors bid on projects. Mr. Isabelle queried regarding any possible buried underground debris that may be present due to a house fire that occurred years ago. Mr. Evans advised that it is his understanding that the fire debris was trucked off site and he is not aware of any buried debris.

6.3 Electric Bus Update

Mr. Evans advised that the RFP for buses was delayed due to language that needed to be fine-tuned. Mrs. Perreault had advised that STA Corporate offices wanted some language changed. Grant monies are still available for the purchase of the buses. Mr. Evans advised that power charging stations cannot be installed until the charging requirements are known. Different types of buses may have different charging requirements.

7. Other Business

In response to a query regarding removal of brush by the riverbed (at SHS), Mr. Evans advised that brush removal was completed to clean up the area and to improve the view of the student parking lot.

8. Items to be Placed on Future Agendas

Mr. Evans advised that in July he will receive bids for the SHS and BTMES projects. The BCEMS Bus Loop bids have been received, and he believes the low bid is in the \$40,000 range. Mr. Evans will send to Committee Members, a summary of bids along with his recommendations. Committee Members should contact Mr. Evans if they have any concerns.

9. Next Meeting Date

The July 13, 2020 meeting is cancelled.

The next meeting will tentatively be held on Monday, August 10, 2020 at 5:30 p.m.

10. Adjournment

The Committee agreed by consensus to adjourn at 6:03 p.m.

Respectfully submitted,
Andrea Poulin