

LNSU/LNMUUSD FINANCE AND CAPITAL COMMITTEE MEETING
MONDAY, JUNE 3, 2019
GMTCC COMMUNITY EDUCATION CENTER

Board members present: Mark Stebbins, Mark Nielsen, Laura Miller, Lisa Barry, Patti Hayford, Bart Bezio

Others: Deb Clark, Dylan Laflam, Brian Peña

1. Call to Order, Approval of Agenda and Public Comment

M. Stebbins called the meeting to order at 6:01

It was moved and seconded to approve the agenda and the motion was passed.

2. Bond – Community Outreach Strategy Discussion

D. Clark said the timetable previously discussed was to have a special meeting on July 29 to approve the warning. Then September 3 would be the latest possible date for the vote and 30 days from then is October 3, so if the bond is approved work could begin October 4. We will want to do outreach about the bond vote before July 29. M. Stebbins said we can also continue outreach after that before the vote.

M. Stebbins asked if there is anything about the bond vote on the LNSU/LNMUUSD website. D. Clark said not yet. M. Stebbins suggested there could be a page on the website with information.

D. Laflam said the scope has been finalized. It will be a \$2.23 million dollar bond.

D. Clark said conceptual drawings may not be as meaningful as tours, since the work to be done is repairs to existing facilities. There was discussion about providing a virtual online tour. Brian Peña said he can talk to Jeremy LaClair about that. D. Laflam said the architect can do conceptual drawings but there is a cost. M. Stebbins said he would try creating a virtual tour first.

L. Barry said she thinks we should have as much publicity as possible. We should keep it in the news.

L. Miller asked what will happen with our bond if our space needs analysis says we need another project. D. Clark said we should have the results of the space needs analysis this week, in time for the July 29 warning. She would add an additional amount to the same bond if another project were needed. M. Stebbins said it would be interesting to see how the voters would feel about paying to add to one school building when there is space in another school.

M. Stebbins suggested posting on Front Porch Forum by the end of June. Weekly updates on Front Porch Forum were discussed. D. Clark suggested having tours after July 29. L. Miller suggested there could be a presentation for teachers and staff on August 21 when they will be here for professional development. Others agreed it could be helpful to give them some information.

D. Laflam said before the Hyde Park bond vote he gave out his contact info and said he would be willing to set up private tours or answer questions. He would be willing to do that again. D. Clark suggested we could have a project email address.

Tentative plans were made to have a tour on August 24, perhaps an open house with multiple tours, and to have the required information meeting on August 26 with another tour opportunity that evening.

D. Clark asked if this group wants to vet bond-related information that goes on the website. M. Stebbins said D. Clark and D. Laflam probably know best what information has to go to voters. Others agreed that board members don't need to check the information before it is put on the website.

3. **Review RFP's**

D. Clark reviewed the bids received for a tax anticipation note. We will be borrowing \$6,276,213. Community Bank, N.A. offered a 2.75% lending rate and an opportunity to have an investment account with a 3.25% earning rate as long as our note is with Community Bank. Union bank offered a 2.3% lending rate and a 2.65% earning rate. They do not limit the investment amount. We can invest any amount we want above the amount borrowed. They also bid a line of credit at 2.5%. Community National offered a 2.8% lending rate and a 3.2% earning rate. If we choose to put in any amount over the amount of the tax anticipation note we can earn 2.05%. We have found in the past that Community National Bank is very easy to use. We don't use a line of credit. She will probably recommend Community National Bank.

For Johnson Elementary School, the remaining amount of bond money will be used for HVAC mini splits. D. Laflam recommends going with the low bidder for the mini splits. He explained that a mini split is a heat pump. They will provide supplemental heat, dehumidification and air conditioning. They are needed because there are two special needs students at JES who can't control their body temperature and we are mandated to provide a consistent temperature of 68-72 degrees. There are humidity problems in all our buildings and for the same dollar amount we would spend for a dehumidifier we can also get supplemental heat and air conditioning with these units. This will be the biggest one of these systems we have put in. It will be a test for us. The mini splits will be used in several classrooms and offices.

D. Clark said Eden has extra money and wants to buy Lenovo 11e's. Brian Peña said they want 65 of them. They will be adding to what they already have and replacing aging Chromebooks.

L. Barry said she sees we are not including accidental damage protection. She asked if there is any data on accidental damage. Brian said the cost would have increased significantly with accidental damage protection compared to what Eden had to spend. It would cost us about \$4900 more. The value of an 11e is about \$380 and it is an additional \$80 each for damage protection. They are education quality, designed to be tough. Their expected life is 3-4 years. They are not limited to working on the internet like Chromebooks. And Chromebooks are not supported after 6 ½ years. We get more bang for the buck with Windows devices. Brian's vendor recommendation is based on the rapidness of their response and their delivery timeliness.

We got bids for tablets for the Lancer One program – one-to-one devices assigned to Lamoille Union students. Brian said continuing to use iPads allows us to keep what students are used to and maintain the equipment we currently have for support and maintenance. And the Apple bid was the lowest at \$110,146. D. Clark said the RFP called for tablets, not specifically iPads. We will purchase 270 replacement devices.

The low bidder for the firewall refresh was Carousel Industries at \$47,797. Brian is prepared to recommend the low bidder. To fund this, the board will be asked to approve expenditure of capital funds. Brian said with this bid we will save compared to what we are currently paying for our fire-wall.

We also received bids for an intermediate distribution frame. The recommendation will be to go with the low bidder.

4. *Summer Facility Projects/Safety Grant Projects Update*

D. Laflam reviewed the projects planned at each school. Johnson will be getting a public address system. The bid opening is June 10. Seventy-five percent of the cost will be covered by a safety grant and the rest will come out of capital reserve funds. The HVAC work previously discussed will be done this summer. Some doors will be replaced. The board approved that back in November.

New LED lights will be put in at WES. The overhang over the gym will be extended to reduce the slip and fall hazard from icing. Doors will be replaced with safety grant funds.

Eden will get exterior cameras and a 26x10 ft. storage addition on the gym. The main reason for that is that we are dangerously close to breaking fire codes with equipment in the hallway.

At HPES the playground fence will be replaced this fiscal year. A walkway behind the building will be paved as the new entrance to the playground was very muddy this spring.

At Lamaille Union and GMTCC, fuel tanks will be moved, a walkway will be paved, there will be paving repairs, the middle level scoreboard will be replaced, keycard readers will be added, some carpet will be replaced, an old unneeded door at the high school will be removed and a damaged slab of granite will be replaced with brick. The stormwater pond will be drained. This has to be done every 5 years. The septic system will be cleaned. We will try to improve drainage on the softball field. The egress trail will be cleared.

L. Miller asked about the gym storage addition at Eden. If the space needs analysis says we need to add to the Eden building will this be a temporary bandaid that we will later take off but still have to pay for? D. Laflam said it will provide supplemental storage for equipment supporting activities that take place in the gym/cafeteria. He thinks it will be useful even if we decide to do another project.

L. Miller asked if the addition will affect handicapped accessibility to the gym. D. Laflam said no. The handicapped access is on the other side of the gym.

D. Laflam said another thing we have to do this year is drain the water tank for cleaning. It means the entire campus and central office have to be closed for 3 days.

5. *Summer IT Projects Update*

B. Peña said this summer IT will identify any current devices that are aged out or aging out to make sure we are on track to replace them soon. IT will support facilities operations by moving IT equipment out of the way. All computers will be cleaned and updated. Inventorying and labeling will continue. Equipment will be purchased and installed in preparation for the start of school.

There will be preparation work for the one-to-one program. If the IT expansion, the firewall refresh, and the VOIP system for Cambridge are approved work for those projects will be done.

M. Stebbins asked how the coverage is at the school. Brian said he thinks it is fine. In the next couple of years he will look at bringing in a consultant to identify what we can do differently to try to do better with less.

L. Miller asked about the issue of microphones not working where the board has meetings. B. Peña said he will have someone come out and meet with IT to put something together.

L. Barry asked if the IT openings have been filled. Brian said not yet. We had a good candidate who didn't accept the position so we are continuing the search.

L. Miller asked if these are vacancies or new positions. B. Peña said they are replacing people from Johnson and Hyde Park who are leaving.

M. Stebbins asked if Brian is looking to move toward having specialized tech people to cover a particular specialty district-wide – for instance, having someone who really knows networking who could do networking for the whole district even if they were working at Johnson and other people with other specialties. D. Clark and B. Peña said we may need to change the structure we have now but we are finding that each site really needs a jack of all trades day in and day out. It would not be impossible to change the structure but it would be a big culture shift and there would have to be discussion about logistics.

6. Review Year-End Fund Availability for Deferred Projects

D. Clark said the projected year-end fund balance at the middle school/high school is \$88,306 and the projected year-end balance at GMTCC is \$158,903. That is a combined balance of \$247,209. Some deferred items we have looked at are the switches closet, microphones, and the projector. The problem with the projector was bulbs. Yvonne found some bulbs at a discount price and will stock up. We want to proceed with some projects. The switch and microphone projects will need to go out to bid. The elementary schools will have a small surplus.

7. Discuss SPED Van Lease Buyouts

D. Clark said around the time she started we decided to lease two special ed vans. The need for special ed transportation has increased. We have since had to purchase another van. Our mileage has been way over the amount allowed by the lease so leasing turned out not to be the best option. A comparable van would cost \$36K new or \$22-26K used. We could sell these vans privately for about \$16-18K. Their trade-in value is about \$12-14K. Our mileage fees if we turn the vans in at the end of the lease period and don't purchase them will be \$6200 for one van and \$6400 for the other. It makes sense to do the buyout and get 2-3 more years out of them. They are in good shape. That will be her recommendation.

We do need another van. A student needs a chairlift and we will be looking for a van designed for a chairlift.

8. Other Business

Students would like a new track and a board member asked for that to be on the agenda so D. Laflam will be bringing information on it to the next meeting. D. Laflam said it would be similar to People's Academy's track. A long-term plan he has considered is to put soccer fields and a

track at Cricket Hill, replacing the upper fields at the LU campus with garden/greenhouse and outdoor classroom space. He probably will ask if the board wants him to spend money to get an engineer's survey to find out if the idea is possible.

D. Laflam said the Brewster River Mountain Bike Club is going to manage the mountain bike trails at Cricket Hill. They have committed \$2K a year. He looked into putting a rope tow at Cricket Hill but our insurance company said it would need to be manned all the time.

D. Clark said The Abbey Group has terminated their Johnson food service contract. They have given us a 90-day warning because with our loss of CEP status they can't foresee what the budget will look like. They want us to go back out to bid. We will do that and we will also look internally at bringing Johnson into our existing nutrition program. We will work with the state on the RFP.

D. Clark said there is a required conversion to a statewide school district data management system. At this point the system is not a good product. The legislature included an extension to the conversion timetable in the budget bill which was passed. If the governor signs it there will be an adjusted transition date. Currently the transition date is July 1, 2020.

D. Clark said busing struggles continue. There will be changes to bus routes because of the shortage of drivers.

9. Adjourn

L. Miller moved to adjourn at 7:49 and the motion was seconded and passed.

Minutes submitted by Donna Griffiths