GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING
OCTOBER 12, 2021 @ 5:00 P.M.
CENTRAL OFFICE, ROOM 11

NOTE: This meeting is being held in-person. For those attending via Zoom, please click on the meeting under District Calendar for the Zoom link.

Mission Statement: Our mission is teaching and learning.

Board Goals: In richness of cultures and with a respect for all, (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, and (3) Embrace Excellent Learning Environment

AGENDA

1. Call to Order
2. Review September 7, 2021 Meeting Minutes (Attachment #1)
3. High School Athletic Facilities
4. Proposal for Culinary Rooms at FHS (Attachment #2)
5. Alliance District Building Grant Projects (Attachment #3)
6. Alliance District Funding (Attachment #4)
7. Update re: Treehouse Finances (Attachment #5)
8. Update re: Food Service Finances & Preparing for the Discontinuation of No-cost Meals for All Students in 2022
9. Update re: Buses
10. Adjournment

GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES
SEPTEMBER 7, 2021 @ 5:00 P.M.
REMOTE MEETING

Members Present: Jay Weitlauf, Liz Porter, Dean Antipas (arrived at 5:17 p.m.)

Also Present: Susan Austin, Ken Knight, Clint Kennedy, Sam Kilpatrick

Chairman Weitlauf called the meeting to order at 5:04 p.m.

1. Review August 2, 2021, Meeting Minutes – A motion to accept the minutes of August 2, 2021 was made by Dean Antipas, seconded by Jay Weitlauf. The minutes were accepted.

2. Budget Timeline – Ken Knight presented a budget timeline based on last year's model. At this time, the target date for the Board of Education to vote on the 2022-2023 budget is planned for February 21, 2022.

3. Discuss Details of HVAC Upgrades Included in CIP Proposals – Sam Kilpatrick stated that the cost for these upgrades is allowable through the ARP ESSR III grant money. These upgrades are slated for Charles Barnum Elementary School and Fitch High School. Specifically, at FHS, there is an immediate need to replace two units that have been damaged by the salt air. He is waiting for a quote from Fuss and O'Neill and will report back to the committee regarding this estimate. Mr. Kilpatrick is also working on prioritizing CIP's and aligning them with the Town of Groton. He is investigating the Silver Petrucelli report previously completed and will be putting in a CIP request.

4. Update re: New Elementary Schools – Mr. Kilpatrick reported that the two new elementary schools opened on time and applauded the crews for working feverishly throughout the weekend to ensure that this would occur. He reported that the tiles in classrooms have been replaced and that the tiles in the hallways still need attention. The hallway tiles will not be replaced until students are not in the building; therefore, the work will be completed on weekends, days off or vacation days. There are several items on the "punch list" such at the coping edge on the roof that needs to be addressed. This item can be addressed during school hours as the process will not affect the educational process. Mr. Kilpatrick indicated that at this time, he expects that the Board of Education will take possession of these buildings possibly after the holiday season. On another note, children and adults are truly enjoying the new playgrounds.

5. Update re: Alliance District Funding for 2021-2022 – Susan Austin recently received a call that indicated that Groton will receive $200,000 for this year and another $200,000 next year. Mr. Knight presented a chart that showed the distribution of funds over the last few years. Historically, these funds have been used primarily for technology and software. Mrs. Austin will be working with Clint Kennedy as he assesses GPS's current needs and bring their recommendations back to the committee at a future date.

6. Discussion re: District Technology Needs – Mr. Kennedy stated that he is reviewing the Alliance District funding as well as the DoD supplement to determine how best to use these funds. He is currently working through technology issues at the new schools as many items are backordered. Another area Mr. Kennedy is investigating is the sustainability of the current one to one computer distribution to students PreK to 12 and teachers. He will be creating a mid to long range plan that addresses equity issues as well as policies to handle damages. Mrs. Porter indicated that there was a policy in the past where students had to pay for damages. Mr. Kennedy said that he will look into this and update it as needed. His focus will be on sustainability and equity.

7. Update re: Bus Driver Training – Mr. Weitlauf asked why drivers were not given the bus routes ahead of the start of school. Mr. Kilpatrick stated that the routes were finalized late last week. He also stated that STA did not have enough drivers and that to compensate for this shortage, STA drivers from Greenwich came to fill in the slots. Currently, Groton is missing five drivers. This is a nationwide problem. Other glitches are being worked on by Mrs. Austin and Mr. Kilpatrick along with other relevant personnel and administrators and will keep the committee apprised of the situation as it develops.

The meeting adjourned at 5:49 p.m.

SLAM

March 10, 2021

Scott Post
Culinary Department
Fitch High School
101 Groton Long Point Rd
Groton, CT 06340

RE: Fitch High School Culinary Department

Subject: Fee Proposal for Design Services

Dear Mr. Post,

We are pleased to submit this fee proposal for professional design services related to renovations to the Culinary Department at Fitch High School. We offer the following for your consideration:

I. Project Scope

The scope of the project will involve design and documentation for the renovation of two culinary classrooms and one storage room totaling approximately 2,000 square feet. The construction cost of this area, including food service equipment, is estimated at $600,000.

II. Scope of Services

Professional design services will involve architectural, mechanical and electrical engineering; equipment planning, and interior design. Structural engineering services can be provided as necessary on an hourly fee basis.

Services will consist of the following:

- Architectural, Civil, Mechanical, Plumbing, and Electrical design and documentation based on equipment proposals dated 1/26/21 and 2/2/21.
- Incorporation of food service equipment, kitchen make-up air/commercial hood system design in collaboration with Trimark United East and Captive Aire.
- Specifications and Bid documents.
- Local Regulatory Approvals – health and building departments.

Our Scope of Services incorporates the following assumptions:

- Connections will be made to existing water supply and that the existing domestic water service and distribution have sufficient capacity to support the renovation work
- Connections will be made to existing waste water sewage system (no sewage pumping required)
- We will include new gas service to the two culinary rooms rather than survey existing gas system throughout the building for possible extension.
- Reuse of existing HVAC and fire protection distribution systems
- An "As-Built" site survey will be provided to the design team for location of inverts of drainage piping, and any other building systems necessary for connections.

The S/L/A/M Collaborative, Inc.
Somerset Square, 80 Glastonbury Blvd, Glastonbury, CT 06033

o 860 657.8077 w slamcoll.com

Our Scope of Services incorporates the following exclusions:

- Cost estimating.
- Modification of telephone/data/AV systems in the Culinary rooms beyond reconnection to existing.
- Environmental engineering.
- Procurement of Contractors.

III. Project Team

We will provide architectural, civil and structural engineering (if needed) and interior design services. Mechanical and electrical engineering services will be provided by Consulting Engineering Services (CES), and Trimark United East will provide food service equipment documentation.

IV. Fees and Expenses

We propose to provide the above Scope of Services for the stipulated sums (fixed fees), hourly fee budgets and reimbursable expense budgets indicated below:

Basic Services		
Design and Documentation Phase	Fixed Fee	$30,800.00
Regulatory Approvals	Fixed Fee	4,400.00
Construction Oversight	Fixed Fee	8,800.00
Total Basic Services		$60,000.00
Reimbursable Expenses	Budget	$1,500.00
Allowances if needed		
Limited-scope site survey	Budget	$2,500.00
Structural engineering (roof openings?)	Budget/hourly	$2,500.00

Services provided on an hourly fee budget basis will be invoiced at the fixed rate of $150 per hour times the number of hours expended against the budget. As this hourly fee budget is an estimate of what we anticipate will be required to provide this service, the actual work required may be more or less than this amount. We will monitor this budget and notify you in advance if we determine that our services will exceed this estimate.

All reimbursable expenses are in addition to fees and include actual expenditures made by our firm and our consultants in the interest of the project for the following incidental expenses:

- Transportation and authorized out-of-town travel and subsistence.
- Fees paid for securing approval of authorities having jurisdiction over the Project.
- Printing, reproductions, plots, standard form documents.
- Postage, handling and delivery.
- All taxes levied on professional services and on reimbursable expenses.

All reimbursable expenses will be invoiced at actual cost plus 10%. We have established a budget of $1,500. As this reimbursable expense budget is an estimate of what we anticipate will be required for

these expenses, the actual expenses may be more or less than this amount. We will monitor this budget and notify you in advance if we determine that our expenses will exceed this estimate.

Invoices for services rendered are presented monthly; accounts over thirty (30) days are subject to a charge of prime rate plus 200 basis points per annum on the unpaid balance.

V. General Conditions

The attached General Conditions shall apply to the professional design services under this proposal.

VI. Project Schedule

We propose the following project schedule:

Existing Conditions Investigation	2 weeks from approval to proceed
Design and Documentation Phase	1 month
Health Department/Permit Approvals	1 month
Bidding/Construction Phases	TBD

If this proposal meets with your approval, please signify your authorization to proceed by signing and returning one copy of this proposal to our office. This proposal will then serve as the Owner/Architect Agreement for these professional design services.

Thank you for the opportunity to work with you on this assignment. Please let me know if you have any questions or require any additional information.

Regards,

Amy A. Samuelson, AIA
Associate Principal

Enclosures: Hourly Rate Schedule
General Conditions

cc: Finance
Kemp Morhardt, SLAM
Sam Kilpatrick, Groton Public Schools

Agreed to:

_____ _____

Signature *Date*

Groton Public Schools
Alliance District Buildings Grant
Completed Projects - 8/31/21

Project Name	Location	Budget	Final Cost
Access Control	Northeast Academy	19,144.00	25,774.00
Access Control	Catherine Kolnaski	19,144.00	19,144.00
Fire Alarm System Replacement	Charles Barnum	95,000.00	56,127.66
Network Wiring	Fitch High School	35,000.00	24,013.84
Network Wiring	Charles Barnum	50,000.00	23,345.85
Network Wiring	Central Office	23,000.00	65,567.97
Phone System	District	236,310.82	285,791.19

Groton Public Schools
Alliance District funding
Proposed budget FY22 & FY23

	FY22	FY23
EL Teacher (salary & payroll tax)	38,072	58,250
EL Tutor (salary & payroll tax)	26,915	34,751
Curriculum writing	32,085	0
Teacher mentor	12,000	12,000
Minority recruitment	5,000	5,000
PD	30,000	0
Software		
Investigations - Elem	0	40,000
CMP3 - Middle	0	40,000
Supplies	45,928	
Grant management	10,000	10,000
	200,000	200,000

Groton Public Schools
Before & After School Programs

Elementary Schools:
Catherine Kolnaski
Mary Morrison
Northeast Academy

Tree House Before & Afterschool Program
Income Statement
7/1/20 - 6/30/21

Month	Revenue	Payroll	other Expenses	Total Expenses	Net Income (Loss)
Jul-20	43,849	58,218	573	58,792	(14,943)
Aug-20	15,147	64,896	1,965	66,861	(51,714)
Sep-20	37,768	23,400	6,534	29,935	7,833
Oct-20	34,209	53,856	259	54,114	(19,905)
Nov-20	28,902	36,046	766	36,812	(7,910)
Dec-20	23,955	30,040	270	30,310	(6,355)
Jan-21	26,319	28,510	299	28,809	(2,490)
Feb-21	28,276	30,591	123	30,714	(2,438)
Mar-21	42,280	37,464	1,234	38,698	3,582
Apr-21	36,818	56,518	824	57,342	(20,524)
May-21	59,798	31,307	1,075	32,382	27,416
Jun-21	67,714	40,391	14,748	55,139	12,575
Total - Year to Date	445,035	491,238	28,670	519,908	(74,872)
Beginning cash balance at 6/30/20					138,044
Ending cash balance at 06/30/2021					63,172