



Barre Unified Union School District

**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

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MEMORANDUM

TO: **Barre Unified Union School District Facilities and Transportation Committee**
Terry Reil - Chair, Giuliano Cecchinelli II - V. Chair, Tim Boltin, Andy McMichael, Mary Jane Ainsworth

DATE: February 7, 2023

RE: Barre Unified Union School District Facilities and Transportation Committee Meeting
February 13, 2023 @ 6:00 p.m.
In-Person: Spaulding High School Library, 155 Ayers St., Barre
Remote: 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. Review/Approval of Meeting Minutes
 - 4.1. Meeting Minutes January 9, 2023
5. New Business
 - 5.1. SHS Facilities Discussion (Bathrooms, Locker Rooms, Multipurpose/Wrestling, Gym Mats, Shape Facility, Upgrades- Running Ideas)
 - 5.2. Review of Past Maintenance Upgrades for each Building
 - 5.3. Review Bidding Procedures
 - 5.4. Review Outside Vendor Procedures
6. Old Business
 - 6.1. General Transportation Discussion (SHS, SEA, Outer District, etc.)
 - 6.2. EEI Update
7. Other Business
8. Items for Future Agenda
9. Next Meeting Date: March 13, 2023 at 6:00 pm, SHS Library and via Google Meet

10. Adjournment

Parking Lot of Future Items

A. Building Visionary Lists [Reil 11/14/22]

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

DRAFT

**BARRE UNIFIED UNION SCHOOL DISTRICT
FACILITIES AND TRANSPORTATION COMMITTEE MEETING**
BUUSD Central Office and Via Video Conference – Google Meet
January 9, 2023 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Terry Reil, Chair - (BT)
Mary Jane Ainsworth (BT Community Member)
Tim Boltin - (BC)
Andrew McMichael (BC Community Member)

COMMITTEE MEMBERS ABSENT:

Giuliano Cecchinelli, II, Vice Chair – (BC)
Vacant Position

OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Jamie Evans, Facilities Director

GUESTS PRESENT:

None.

1. Call to Order

The Chair, Mr. Reil, called the Monday, January 9, 2023 BUUSD Facilities and Transportation Committee meeting to order at 6:00 p.m., which was held at the BUUSD Central Office and via video conference.

2. Additions and/or Deletions to the Agenda

On a motion by Ms. Ainsworth, seconded by Mr. Boltin, the Committee unanimously voted to approve the Agenda as presented. Mr. McMichael was not present for the vote.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – December 12, 2022 BUUSD Facilities and Transportation Committee Meeting

On a motion by Mr. Boltin, seconded by Ms. Ainsworth, the Committee unanimously voted to approve the Minutes of the December 12, 2022 BUUSD Facilities and Transportation Committee meeting. Mr. McMichael was not present for the vote.

5. New Business

None.

6. Old Business

6.1 5-Year Strategic Plan Update

Mr. Evans reported that the only changes to the document are the addition of the ventilation, lighting, and asbestos abatement projects at Spaulding High School. Mr. Evans will submit a copy of the updated plan so it can be added as an addendum.

6.2 EEI Update

Mr. Evans advised that EEI is on site. Work started on 01/02/23. Asbestos remediation is underway in the upstairs foreign language hall. EEI believes they are ahead of schedule, and believe they will have abatement of this section completed by mid to late week. Construction for sprinklers and lighting will begin late this week or early next week. Dumpsters and signage are in place, and a card reader for contractors only has been installed. Contractor access is limited to one stairwell. Overall, the project is going very smoothly. Weekly meetings continue to be held. Mr. Evans has been very impressed with the work performed by EEI. Mr. Hennessey advised that EEI is very pleased with how Mr. Evans and SHS administrators have planned to accommodate the work.

DRAFT

6.3 SHS Asbestos Remediation Update

Mr. Reil advised that it is anticipated that the financial piece of the work will be approved by the Board on 01/12/23. Mr. Evans advised that with the exception of the stage ceiling, asbestos abatement of ceiling tiles will occur for the entire building. Abatement of these tiles is necessary to proceed with the sprinkler and lighting projects. Mr. Reil queried regarding the process for ‘quarantining’ the areas for abatement that are not part of the sprinkler and/or lighting projects. Mr. Evans believes those areas will be abated during school breaks and advised that EEI will provide additional details in the future. In response to a query from Ms. Ainsworth, Mr. Evans provided an overview of the process for asbestos abatement which includes testing of air quality (for asbestos) prior to releasing an area for work.

6.4 SEA Transportation Update

Mr. Hennessey advised that he has no specific updates. Mr. Hennessey has met with Mr. Derner and Mrs. Anderson, and they have been reviewing efficiency in transportation, noting that attendance has greatly improved with the provision of transportation. Administrators are looking to coordinate schedules to make transportation more efficient and it has been decided that an outside vendor will not be used for transportation of SEA students.

7. Other Business

Mr. Reil advised that on 01/12/23, the full Board will be reviewing the ‘procedures’ document for community members on committees. There may be some changes to the document and Mr. Reil encourages community members on this Committee to look for any changes. If the timeline changes, (for submitting letters of interest) Mr. Reil will reach out to community members that are currently on the Facilities/Transportation Committee.

8. Items to be Placed on Future Agendas

- EEI Update
- Transportation in General (including Parking Lot item B)
- Building Maintenance Visionary – Review of Past Upgrades (Parking Lot item A – put on agenda but leave in Parking Lot)
- Review Bidding Procedures
- Review Outside Vendor Procedures

9. Next Meeting Date

The next meeting is Monday, February 13, 2023 at 6:00 p.m., at the Spaulding High School Library and via video conference.

10. Adjournment

On a motion by Mr. Boltin, seconded by Ms. Ainsworth, the Committee unanimously voted to adjourn at 6:19 p.m.

Respectfully submitted,

Andrea Poulin

BUUSD CAPITAL IMPROVEMENTS

SPAULDING HIGH SCHOOL

- Repaved all asphalt parking lots through a 3-year period.
- Replaced all of the roofing, rooftop ventilation units and installed insulation during a 2 year period.
- Replaced asphalt shingled roof on maintenance garage.
- Replaced many exterior pedestrian doors and overhead doors.
- Replaced baseball and football score boards.
- Rebuilt press box atop bleachers for Pendo Memorial field.
- Rebuilt concrete ramp at main front entrance of SHS.
- Constructed new main entrance at CVCC location of building.
- Demolished Jackson Dairy building and installed new main entrance to school property.
- Performed riverbank stabilization work at two locations on sports fields.
- Installed card swipe door access control at various locations around perimeter of building.
- Installed new phone system and phone equipment throughout building.
- Updated building PA system with a UPS system included.
- Replaced fire alarm panel that serves entire building.
- Installed sprinkler system for all of the ground level shop areas for CVCC and SHS.
- Renovated all science classrooms and labs in the science hall. This included flooring, lighting, ceiling, painting, furniture and classroom specific lab equipment.
- Renovated all student restrooms. This included ceramic flooring and walls, lighting, ceiling and bathroom fixtures.
- Replaced asbestos floor tiles in all hallways, stairwells and most of the classrooms. Approximately 20 or less rooms left to complete.
- Replaced asbestos floor tiles in cafeteria with ceramic floor tiles.
- Replaced light fixtures in gymnasium, cafeteria, building trades and many classrooms during renovation projects.

BUUSD CAPITAL IMPROVEMENTS

SPAULDING HIGH SCHOOL

- Installed security cameras throughout the building, both interior and exterior.
- Replaced all classroom door locks with new locking door handles for upgraded security.
- Installed “repeaters” for hand radios to improve reception throughout the building. Upgraded hand radios and radio equipment with additional channels.
- Renovated library flooring, furniture, painting and new hallway window. Air conditioning was installed when roofing project took place.
- Installed new fire doors in hallways in seven locations per fire marshal direction. Installed additional door barriers in various locations throughout building.
- Replaced air compressor, water heater equipment, expansion tank and various other upgrades in oil boiler room.
- Installed climbing equipment in wood chip boiler building for safer maintenance of boiler equipment.
- Replaced failing underground heating lines leaving wood chip building going to CVCC and gymnasium section of building.
- Completely refinished gymnasium floor with new paint and floor finish.
- Replaced all of the Univentilators (classroom heaters) throughout the building.

BUUSD CAPITAL IMPROVEMENTS

BARRE CITY ELEMENTARY & MIDDLE SCHOOL

- Replaced wood chip boiler with newer, more efficient wood chip boiler.
- Upgraded the wood chip bunker delivery system for the wood chip boiler.
- Installed a new phone system and phone equipment throughout the building.
- Replaced the fire alarm panel with newer updated panel.
- Installed card swipe door access control at most exterior door locations.
- Installed security cameras throughout the building, both interior and exterior.
- Replaced parking lot pole lights with LED lighting, as well as exterior building lighting.
- Addressed drainage issue around the exterior perimeter of the building.
- Revamped, redesigned the bus loop to create a more efficient and safer area for students and staff.
- Ongoing efforts with replacing carpeting with VCT tiles in classrooms and hallways.
- Ongoing efforts with replacing roofing material.
- Ongoing efforts with replacing Victalic fittings on heating pipes with welded pipe.
- Additional playground equipment is expected to be installed spring/summer of 2023. This will include paving a portion of fire lane driveway and installing a half court basketball court.
- Upgraded lighting in cafeteria dining room and gymnasium.
- Installed glass wall partition in main lobby for building safety.

BUUSD CAPITAL IMPROVEMENTS

BARRE TOWN MIDDLE & ELEMENTARY SCHOOL

- Replaced all the building roofing with new material. A few penthouse roofs remain to be completed.
- Repaved all of the asphalt parking lot and surrounding playground areas around the building.
- Upgraded the phone system equipment with new. Upgraded the PA system and clocks throughout the building.
- Installed card swipe door access control at various locations around perimeter of building.
- Installed security cameras throughout the building, both interior and exterior.
- Ongoing efforts with replacing carpeting with VCT floor tile. This sometimes includes asbestos abatement during the process.
- Ongoing effort with replacing exterior doors with new.
- Removed exterior canopy entrance structure due to failing conditions.
- Installed cushioned rubber flooring in multi-purpose room.

BUUSD CAPITAL IMPROVEMENTS

CENTRAL OFFICE BUILDING

- Paved existing parking lot with new asphalt. Constructed new parking behind and beside building and paved with asphalt paving material.
- Installed new drainage at exterior of building and removed old bulkhead entrance.
- Installed air conditioning in 2nd floor hallway office space.
- Replaced all of the windows with new insulated windows.
- Installed card swipe door access control at main door entrance.
- Upgraded three restrooms throughout the building.
- Sewer line exiting building was reconstructed to correct drainage issue.
- Exterior painted trim work was repainted.

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Spaulding Educational Alternatives

November 14, 2022

RFP - Bid Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20) and the Prevention of Conflict of Interest in Procurement Policy (F24).

A good RFP process can protect a district from scrutiny over purchases and ensure that the district has received the best price and products possible. Here are some steps to make the RFP process easier:

- Review Vermont Bid Law: <https://legislature.vermont.gov/statutes/section/16/009/00559>
- Contact the Business Manager for purchases over \$40,000. Together, you will develop the RFP based on scope of work, services requested, products needed. Review board policies F20 and F24 and purchasing procedures.
- We always work backward by determining when our recommendation needs to go to our board for approval. That is the trigger that will drive the factors that precede it. From that defined point in time, we lay out the timeline.
- Follow the checklist below to procure products and services:

1. Consult with BUUSD Business Manager to begin the process of contracting out the project.
2. BUUSD Facilities Director to develop scope of work, assess the need for professional architect/engineer services.
3. Develop RFP, solicit, advertise, invite bidders as aligned with state and federal requirements.
4. Document responses, pre-bid on site participants.
5. Receive and review bids with BUUSD Business Manager, Facilities Director, architect/engineer and other pertinent BUUSD directors as needed. Depending on the scale of the project, this may require credit checks, past performance reviews and overall credential reviews.
6. Superintendent recommends the vendor/contractor to the Board for approval.
7. Contact vendors/contractors to inform the outcome of the bid process.
8. The Business Manager works with the contractor to develop a contract.
<https://resources.finalsite.net/files/v1610457544/bsuvtorg/ynlr9rsmerfkvvj6em1n/ContractProcurementInitiationandApprovalProcedures.docx>
9. Receive copies of all necessary permits for the project. Require the responsibility of the contractor(s) to acquire all necessary permits for the project.
10. Oversee project to completion. Perform oversight/inspections throughout the project.
11. Close out project with final payment.

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

August 13, 2019
REVISED June 17, 2020

Contract Procurement, Development, and Approval Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20) and the Prevention of Conflict of Interest in Procurement Policy (E24).

A contract is a legally binding written agreement executed between the BUUSD and a third party in which the parties agree to perform in accordance with the obligations/scope of work therein. Contracts include, but are not limited to, letters of agreement, cooperative agreements, memorandum of understanding (MOU), interagency contracts, easements, licenses, and leases. The Superintendent or Business Manager are authorized to enter into legally binding agreements.

Administrators/Directors requesting to enter into a contract must first determine if procurement is required and if quotes are necessary according to purchasing procedures. They are also responsible for ensuring that necessary funding is available. If procurement is required, it must be secured prior to commencement of services or receipt of goods. The Business Manager will assist with determining if the contract has all the necessary components. Contractors are required to provide certificate of liability insurance before providing goods or services.

A Contract Review Form must be completed and filed with all contracts.

All contracted service providers will submit invoices, preferably monthly or at a minimum of quarterly, including specific details such as date(s) of service, student name(s), detailed services provided as indicated in the scope of work, and payment terms.

Barre Unified Union School District
Contract Review Form-Updated August 3, 2021
(For Internal Use Only)

This Contract Review Form must be completed and attached to any contract submitted for authorized signature by the Superintendent or Business Manager. Administrators/Directors who are procuring and originating the contract for signature should read and review the scope of work, business terms of the contract with due care and verify that they accurately reflect the terms negotiated between the parties.

Reviewed and Recommended By:

Originating Employee (print)

Signature

Department/Location

Email Address/Extension

Originating Employee Comments (must include purpose of the contract, dollar amount, and term of contract):

Reviewed and Recommended By:

Admin. Assist. to Spec. Ed. Directors or
Admin. Assist to Curriculum Director
Admin. Assist to Principal

Signature

Date

Account #: _____

Insurance Certificate Received: _____

Director/Administrator

Signature

Date

Business Manager

Signature

Date

THIS SIGNATURE FORM SHOULD BE RETURNED TO THE ADMINISTRATIVE ASSISTANT AND RETAINED WITH THE FULLY EXECUTED VERSION OF THE CONTRACT.