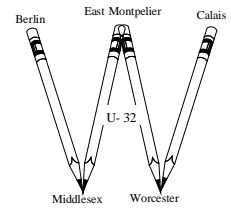


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761



**WCUUSD Finance Committee
Meeting Agenda
3.15.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/yckw4h6h>

Meeting ID: 846 4739 8000

Password: 983447

Dial by Your Location: 1-929-205-6099

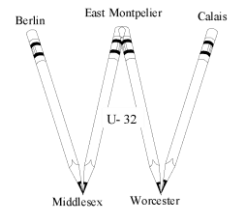
1. Call To Order
2. Approve Minutes of 2.22.22 – pg. 2
3. Informational Reports
 - 3.1. Monthly Reflection – pg. 4
 - 3.2. FY 22 Financial Update and Fund Balance Report – pg. 6
4. Discussion/Action
 - 4.1. Debrief FY 23 Budget Process – pg. 8
 - 4.2. U-32 Softball Dugout Project Bid Award – pg. 12
 - 4.3. U-32 Storm water Project Bid Award – pg. 14
 - 4.4. U-32 Parking Lot and Sidewalk Feasibility Study – pg. 18
5. Next Meeting Date and Future Agenda Items
 - 5.1. Next Regular Meeting April 12, 2022
 - 5.2. FY 23 Capital Improvement Project Bid Awards
 - 5.3. Capital Improvement Plan (April and May)
 - 5.4. Future Uses of Fund Balance
6. Adjourn

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Finance Committee Special Meeting Minutes Unapproved 2.22.22 9:00-10:00 Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

Present: Flor Diaz Smith, Susanne Gann, Bill Ford, Ursula Stanley, Mark Kline, Chris McVeigh, Scott Thompson, Chris O'Brien, John Hemmelgarn

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 9:00 a.m.**
- 2. Approve Minutes of 2.15.22: Scott Thompson moved to approve the minutes from 2.15.22. Ursula Stanley seconded and the minutes were approved unanimously.**

3. Discussion/Action

3.1. U-32 Air handling Unit Bid Award- Bill Ford advised the bid was sent to eight bidders, three advised they were too busy, five said they were interested but we only received one bid. The bid received was from Alliance Mechanical for \$289,370 less deducts for a total amount of \$220,240. The total budget for this project was \$ 275,000 with a contingency of \$27,500. **Scott motioned to recommend that the board approve the bid award to Alliance Mechanical for \$289,370 decreased by \$69,130 for alternates, for a combined total of \$220,240 plus 10% contingency for a total budget cost of \$242,264. Ursula Stanley seconded.** Chris McVeigh asked why the deducts are included in the motion. John Hemmelgarn responded that it gives clear direction on the contract. Chris also asked about other projects that may go over budget and why Bill thought they would be over budget. Bill advised that some of the other projects are more involved. John advised there are more variables and unknowns about the other projects. Chris asked if this project was under budget because we are taking the alternates out. John advised no, with this bid it is a single contractor, we know they have labor available. The other project is going to include the contractor and many subcontractors so there are more variables and unknowns. Chris asked if they thought that it would be more expensive in three or four years. John advised it is very hard to predict what will happen with prices. Scott asked if there are efficiencies to waiting in order to do the other two units for this bid. John advised the efficiencies are the same. John advised accepting the alternates is possible, and they are not reducing the scope of the work. Flor asked if we had heard back from the AOE regarding the transfer of money. Susanne advised she has not yet heard back from the attorney about the transfer from the general fund to the capital fund. There was some discussion surrounding whether the other two units should be done now or should they wait. Chris asked for an update on the bundled project. Bill advised the bid is scheduled to go out the end of this month with a bid opening March 17, 2022. The budget for this project is \$387,900 with 10% contingency of \$38,790. John and Bill will get additional information from Alliance Mechanical. Chris and Bill will present at the board meeting on March 2, 2022. The committee agreed to table the motion and bring the new information directly to the School Board.

- 4. Next Meeting Date and Future Agenda Items:**
 - 4.1.** Next Meeting March 15, 2022
 - 4.2.** FY 23 Capital Improvement Project Bid Awards
 - 4.3.** Capital improvement Plan (April and May)
 - 4.4.** Future Uses of Fund Balance
 - 4.5.** Debrief FY 23 Budget Process
- 5. Adjourn: The meeting adjourned by consensus at 9:30 a.m.**

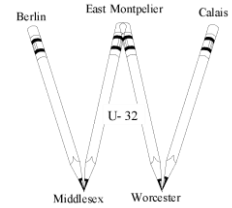
Respectfully Submitted,
Melissa Tuller

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: March 10, 2022

Planning and preparation to identify positions that need advertising for next school year started this month. Several positions have already been advertised. Central Office staff will begin work with Building Administrators this month on preparing Reasonable Assurance of Job Letters.

The completion of the current fiscal year Financial Update and Fund Balance Report this month required meetings with IT, Special Education and Building Administrators to review current expenditures and discuss possible needs through the year-end. This began a new process for monthly budget analysis, including the use of different budget reports and forms to track expenditures. Thank you to Matt, Virginia and all of the Administrators for their work on this project.

The District scheduled the pre-audit with RHR Smith for 5/17/22 - 5/20/22, and the annual audit for FY 22 8/8/22 - 8/12/22. Work to prepare for this will begin at the end of this month. I anticipate that this timeline will support providing the final FY 2022 audit report to the Board by December.

Chris O'Brien and I are on track to bring a proposed District Multi-year Capital Improvement Budget and Capital Improvement Plan Document to the Leadership Team in March for their review. Using the feedback from the WCLT, we anticipate making final changes to the materials before presenting it to the Finance Committee and Board in April for Community and Board feedback. We anticipate this planning work to create improvements in process flow, organization and communication. It will also be a useful tool for budget preparation and fund balance decision-making in the future.

Monthly Reflections

Submission of the AOE Excess Spending Exclusion Applications for capital projects has aligned with the bid timeline. Application submissions for the U-32 roof, AHU Updates and Softball Dugouts are complete. The District has received approval for the U-32 roof and AHU projects. Bid Waivers were also necessary to complete for the U-32 roof and AHU Updates and have received approval. We anticipate also needing to submit a waiver for the U-32 Softball Dugouts and combined construction project due to limited response from bidders. An updated bid schedule is provided below.

FY 2023 Capital Project Bid Schedule as of March 4, 2022

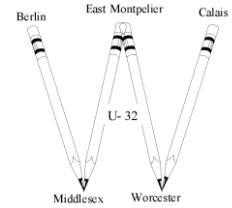
Projects	Plans / Specs out to Bid or Quote	Pre-bid Walk-through	Bid due to District	Bid to Office for Board Packet	Finance Committee Meeting	Board Meeting for Award
U-32 Roof	12/27/21	12/30/21	01/10/22	01/11/22	01/18/22	Awarded 01/19/22
U-32 AHU	01/31/22	02/09/22	02/18/22	02/21/22	02/22/22	03/02/22
U-32 Softball Dugouts	01/28/22	02/09/22	02/22/22	03/08/22	03/15/22	03/16/22
U-32 Storm Water	02/10/22	TBD	03/03/22	03/08/22	03/15/22	03/16/22
Rumney bathrooms U-32 bathrooms/partitions Doty Door hardware U-32 scoreboards Berlin ADA	02/24/22	TBD	03/17/22	03/29/22	May go directly to Board on 04/06/22	04/06/22
U-32 Windows	01/10/22	01/10/22	01/13/22	N/A	N/A	N/A
Security Card/Camera Systems	TBD	TBD	TBD	TBD	TBD	TBD

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: FY 22 Financial Update & Fund Balance Report
DATE: March 10, 2022

Summary: A Statement of Revenues, Expenditures and Changes in Fund Balance for the General Fund for the FY 2021-22 budget are included in your packet. Revenues are projected to be \$4,459 higher than budgeted, and expenditures are projected to be \$36,732 higher than budgeted, for a net anticipated reduction in the fund balance of \$32,272. The changes are primarily a result of various board actions and payroll projection updates based upon current staffing, as detailed in the fund balance statement. The table below is a summary of the General Fund Balance Projections.

General Fund Balance

Beginning Fund Balance 7/1/21 (audited)	\$3,333,587
Less Previous Reserves	\$ 666,928
Less Projected Net Change in FY 22 Budget	\$ 32,272
Subtotal	\$2,634,387
Less Reserve Items for FY 23 Budget	\$ 325,468
Total Projected General Fund Balance	\$2,308,919
Target Fund Balance (2% of Budget)	\$ 699,699
Amount Available Beyond the 2% Target	\$1,609,220

The April Board report will include an update on all other funds including the Capital Reserve and Special Revenue Funds.

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND PROJECTIONS AS OF MARCH 11, 2022
FOR THE YEAR ENDED JUNE 30, 2022

CHANGES IN REVENUES	Date of Update	Amount Increase / (Decrease)
Special Education Reimbursements - per Board action	5/19/2021	\$ 31,192
Special Education Reimbursements - per Board action	6/23/2021	\$ 17,566
Special Education Reimbursements - per Board action	9/22/2021	\$ 5,676
Interest Income	Sept 2021	\$ (54,517)
Miscellaneous Income - Rumney Outdoor Learning - Balance From FY 20-21	Sept 2021	\$ 4,542
TOTAL REVENUE CHANGES		\$ 4,459
CHANGES IN EXPENDITURES		
Previously reserved in FY 2021-22 Voter approved budget to offset Early Retirement	March 2021	\$ (144,000)
Equity Services - WCFE - Equity Scholar in Residence - per Board action	3/17/2021	\$ (79,184)
Reserved for paraeducators (2.28 FTE's) - per Board action	5/19/2021	\$ (123,371)
Reserved for paraeducators (.86 FTE) - per Board action	6/23/2021	\$ (31,368)
Reserved for Student Transportation for Extended Day - per Board action	6/23/2021	\$ (241,000)
Reserved for Special Education van purchase - per Board action	9/22/2021	\$ (10,136)
Drivers Education voucher system vs. employee cost	9/1/2021	\$ 49,632
Interest Expense	Sept 2021	\$ 54,517
Program Costs - Rumney Outdoor Learning Balance From FY 20-21	Sept 2021	\$ (4,542)
District-wide Payroll Projection Update	March 2022	\$ 492,720
TOTAL EXPENDITURE CHANGES		\$ (36,732)
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22		\$ (32,272)

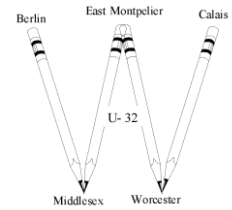
BEGINNING FUND BALANCE AS OF JULY 1, 2021		\$ 3,333,587
Previously reserved for Technology Equipment	July 2021	\$ (357,928)
Previously reserved for Fiscal Software & Related Costs	July 2021	\$ (309,000)
TOTAL BEGINNING FUND BALANCE - AVAILABLE FOR OPERATIONS		\$ 2,666,659
PROJECTED NET CHANGE IN FUND BALANCE IN FY 2021-22		\$ (32,272)
PROJECTED ENDING FUND BALANCE - JUNE 30, 2022		\$ 2,634,387
RESERVE ITEMS FOR FY 2022 - 23 BUDGET		
Offset Early Retirement Final Year Expense		\$ (145,019)
Offset EMES Classroom Teacher (1.0 FTE)		\$ (91,699)
Offset Equity Scholar in Residence		\$ (88,750)
TOTAL RESERVE ITEMS FOR FY 2022 - 23 BUDGET		\$ (325,468)
TOTAL UNASSIGNED / UNALLOCATED FUND BALANCE		\$ 2,308,919
FUND BALANCE TARGET (2% OF CURRENT YEAR BUDGET)		\$ (699,699)
AMOUNT AVAILABLE BEYOND THE 2% TARGET		\$ 1,609,220

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, Business Administrator
Jennifer Miller-Arsenault, Interim Superintendent
RE: Debrief FY 23 Budget Process
DATE: March 9, 2022

The Board and Leadership Team have acknowledged that budgeting should be a year-round process. Before we begin the first stages of developing the FY 24 budget, it is valuable to debrief the FY 23 process to identify what went well and what we should change going forward. Included in the packet for reference is the WCUUSD Budget Development Timeline for FY 23.

WCUUSD BUDGET DEVELOPMENT TIMELINE

FY 2022-2023

September - Preliminary Budget Conversations

- 7th – WCLT budget process and timeline review.
 - 8th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 14th – Finance Committee budget process and timeline review.
 - 22nd – WCUUSD Board budget process and timeline review and approval.
-

October – Preliminary Budget Conversations

- 4th – Tentative Transportation Bid publication (alternative date is 10/11/21).
 - 5th – WCLT budget planning meeting. Business Administrator presents a level service budget for FY 23 to the WCLT. Discuss any new services or reductions in service to be proposed.
 - 6th – Community Budget Forum – framing a conversation around student needs.
 - 13th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 15th – Special Ed Service Plan due to AOE
 - 19th – Finance Committee Reviews budget information.
 - 20th – WCUUSD Board reviews and approves FY 23 Dental and HRA Budgets.
 - 20th – WCUUSD Board reviews and approves FY 23 Capital Project list.
-

November – Develop WCUUSD FY 23 Budget Draft #1.

- 2nd – WCLT budget planning meeting. Review and finalization for FY 23 Budget Draft #1.
 - 3rd – Community Forum.
 - 8th – Deadline for Principals to provide proposals for new services or reductions in service to the Business Administrator/Superintendent.
 - 9th - Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 10th – Transportation Bid opening.
 - 16th – Finance Committee reviews FY 23 Budget Draft #1.
 - 17th – Board Budget Training.
 - 17th – WCUUSD Board awards Transportation contract to the winning bid.
 - 17th – WCUUSD Board reviews FY 23 Budget Draft #1 and provides feedback to Administrators.
 - 18th or 19th – WCLT meeting to debrief feedback from the WCUUSD Board and guide the development of FY 23 Budget Draft #2 preparation.
-

December – Develop WCUUSD FY 23 Budget Draft #2.

*****NOTE: Revenue information for budgets becomes available between December 1-15th.**

- 1st – Community Budget Forum.
 - 7th – WCLT budget planning meeting. Review and finalization for FY 23 Budget Draft #2.
 - 8th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 14th – Finance Committee reviews FY 23 Budget Draft #2.
 - 15th – WCUUSD Board reviews FY 23 Budget Draft #2 and provides feedback to Administrators.
 - 21st – WCLT budget planning meeting. Review and finalization for FY 23 Budget Draft #3.
 - **31st – Grand List and Common Level of Appraisal information available from Agency of Education**
-

January – Budget Meeting to Finalize Warning, Budget and Town Meeting Materials

- 4th – Packet materials finalized for the WCUUSD Finance Committee/Board.
 - 11th – Finance Committee reviews FY 23 Budget Draft #3.
 - 12th – Community Budget Forum
 - 12th – WCUUSD Board reviews FY 23 Budget Draft #3, finalizes and approves.
 - 19th – **Final Budgets warned and other materials to the printers and Town Clerks.**
-

February

- 15th – Finance Committee develops WCUUSD Board Communication and Outreach Plan.
 - 16th – WCUUSD Board reviews and approves Board Communication and Outreach Plan.
 - 16th – Community Budget Forum.
 - 28th – Annual Meeting at U-32.
-

March

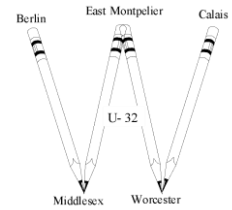
- 1st – Town Meeting Day Budget Vote Via Australian Ballot.
- 15th – Finance Committee reflects on FY 23 Budget Development Process.
- 16th – WCUUSD Board reflects on FY 23 Budget Development Process.

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Chris O'Brien, Director of Facilities
Susanne Gann, Business Administrator
RE: U-32 Softball Dugout Project – Bid Award
DATE: February 22, 2022

Summary: Washington Central Unified Union School District invited five vendors to bid on the U-32 Softball Dugout Project. The District received two bids. One from E. F. Wall & Associates, Inc. and the other from Lajeunesse Construction, Inc. The following vendors did not provide a bid: Connor Contracting, Kingdom Construction, and Spates Construction. The Contractor Bid Summary is included in the Board packet.

The total amount budgeted for this project for construction, including contingency, was \$33,000.

The low base bid amount is \$41,000 provided by Lajeunesse Construction, Inc. Including an additional 10% contingency for change orders, the total construction portion of the project would be \$45,100, which is over the Board approved budget; however, other projects bid so far have come in sufficiently under budget to cover this overage. Since only two bids were received, the District will need to submit a bid waiver request to the AOE prior to awarding the contract.

Recommended Board Action: Approve awarding the U-32 Softball Dugout Construction Project contract to Lajeunesse Construction in an amount not to exceed \$45,100.

Contractor Bid Summary
WCUUSD 2022 U32 Dug Outs
February 22, 2022

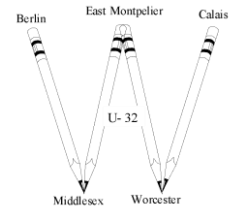
		Connor Contracting	Kingdom Construction	Lajeunesse Construction	EF Wall & Associates	Spates Construction	
BOND, [Not Requested]							
ADDENDUM ONE, acknowledge receipt of (Yes/No)				yes	yes		
ADDENDUM TWO, acknowledge receipt of (Yes/No)							
		no bid	no bid			no bid	
Base Bid				\$41,000	\$58,200		
ALTERNATES (numbers in parentheses are deducts)							
N/A							
UNIT PRICES							
N/A							
MARK-UP							
N/A	Labor						
N/A	Material						
N/A	Subcontractors						
DATE OF COMMENCEMENT [June 27, 2022 per RFP]							
SUBSTANTIAL COMPLETION [August 16, 2022 per RFP]							
PROJECT TEAM							
N/A	Project Manager (At Contractor's Home Office)						
N/A	Job Superintendent (At Project Site)						
MAJOR SUBCONTRACTORS							
PROPOSED CONTRACT SUM (amount with selected alternates)		\$0	\$0	\$41,000	\$58,200	\$0	\$0

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Chris O'Brien, Director of Facilities
Susanne Gann, Business Administrator
RE: U-32 Storm Water Project – Bid Award
DATE: March 10, 2022

Summary: Washington Central Unified Union School District invited five vendors to bid on the U-32 Storm Water Project. The District received five bids for this project. The Contractor Bid Summary is included in the Board packet.

Storm Water Project: The low base bid amount is \$196,400 provided by Isaacs Excavating and Construction, LLC. While the owner, Isaac Jensen, appears to have experience working for others, this is his first year going out on his own and he is in the process of purchasing equipment, hiring staff and lining up insurance, which indicates that he is currently not a qualified contractor for this project. The next lowest bid amount is \$249,660 provided by Hebert Excavation. Including an additional 10% contingency for change orders, the total construction portion of the project would be \$274,626, which is within the original budget for construction on this project.

Field Hockey Field Refurbishment Addition: During the planning phase of this project it was determined that excavation for the storm water project would cause damage to the field hockey field, which would require extensive repair. This field was already planned for a complete refurbishment in the summer of 2023, along with the baseball and softball fields. In order to avoid the need to excavate and redress the field hockey field two times, ideally the field hockey refurbishment would be completed this summer coincident with the new gravel wetland. Civil Engineering Associates Inc. has provided an estimated cost of \$104,327 to complete this work (estimate included in the packet). Including engineering costs, the total need for the project is \$114,077.

2022 Storm Water Project Budget Review:

Total Project Funding: \$414,896
New Project Estimate: \$322,501
Project Variance: \$ 92,395

Field Hockey Refurb: \$114,077

Additional Funds Needed: \$ 21,682

Recommended Board Action: The Board approve awarding the U-32 Storm Water Project contract to Hebert Excavation in an amount not to exceed \$274,626.

Recommended Board Action: The Board authorize the use of \$92,395 of the Storm Water project budget, plus additional capital reserve funds, not to exceed \$21,682, to proceed with the refurbishment of the U-32 Field Hockey field this summer.

U-32 Stormwater Bid Summary 3-3-2022					
Company	Contact Info	Bid Summary			Total Bid
		Collection Swale	Gravel Wetland Treatment System	Dry Detention Basin	
Isaacs Excavating and Construction, LLC	Isaac Jensen isaacexcavating@gmail.com 802-505-0550	\$ 19,640.00	\$ 117,840.00	\$ 58,920.00	\$ 196,400.00
Hebert Excavation	Jimmy Hebert jimmy@hebertex.com 802-249-8443	\$ 25,200.00	\$ 174,360.00	\$ 50,100.00	\$ 249,660.00
Dale E Percy, Inc	Matt Percy estimating@dalepercyinc.com 802-253-8503	\$ 22,900.00	\$ 188,500.00	\$ 83,727.00	\$ 295,127.00
Capitol Earth Moving	Mike Pitonyak Apitonyak@aol.com 802-476-4833	\$ 17,350.00	\$ 252,366.48	\$ 111,106.40	\$ 380,822.88
Blue Mountain Trucking and Excavating	Jeremy Bogie bluemtntkex@gmail.com 802-249-1396	\$ 39,146.00	\$ 329,912.00	\$ 121,311.00	\$ 490,369.00

Union 32 Field Hockey Field Renovation

Preliminary Estimate of Probable Construction Cost

4-Mar-22

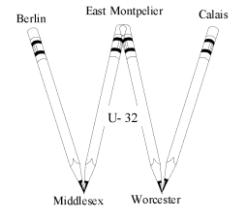
Decsription	Qty			Unit Price			Cost	
UVM Soil Tests	4	EA	x	\$19	/	EA	=	\$76
Curtain Drain/Site Restoration	340	LF	x	\$45	/	LF	=	\$15,300
Underdrain Conveyance to Daylight	225	LF	x	\$35	/	LF	=	\$7,875
Sod Remove & Replace	8600	SF	x	\$2.50	/	SF	=	\$21,500
Field Regrading	1	LS	x	\$3,000	/	LS	=	\$3,000
Deep Time Core Aeration	62200	SF	x	\$0.10	/	SF	=	\$6,220
Topdressing	62200	SF	x	\$0.11	/	SF	=	\$6,842
Slit Seeding	62200	SF	x	\$0.18	/	SF	=	\$11,196
Soil Amendments	62200	SF	x	\$0.15	/	SF	=	\$9,330
Irrigation	14	Day	x	\$400	/	Day	=	\$5,600
Subtotal								\$86,939
Contingency				20%			\$17,388	
Project Total								\$104,327
Add Alternate								
Underdrain System	3200	LF	x	\$20	/	LF	=	\$64,000

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Jennifer Miller-Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Chris O'Brien, Director of Facilities
Susanne Gann, Business Administrator
RE: U-32 Parking Lot and Sidewalk Scope and Budget Development Request
DATE: March 8, 2022

Summary: The Board reviewed the Capital Improvement Project Plan for FY 23 and FY 24 at the 11/17/21 Board meeting. The Board approved the budget for the FY 23 projects at that time. The preliminary list for projects to complete in FY 24 included repaving the U-32 parking lot. Given the size of this project, the planning work to determine the full scope of the project has begun.

To improve safety, the U-32 administration requested a review of the driveway circulation and parking lot layout before the repaving project happens. It is necessary to engage a professional engineer to complete a feasibility study, to develop the full scope and current budget to include a review of circulation and parking lot layout in this project. Engineering Ventures, PC has proposed an agreement for \$7,200 to complete this study.

Recommended Board Action: The Board authorize the use of capital reserve funds, not to exceed \$7,200, to proceed with the feasibility study for the U-32 driveway circulation and parking lot layout.