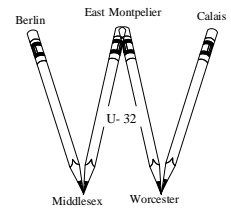


Washington Central Unified Union School District

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
2.22.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/ywbdzjza>

Meeting ID: 826 0383 1818

Password: 613388

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

1. Call To Order
2. Approve Minutes of 2.15.22
3. Discussion/Action
 - 3.1. U-32 Air Handling Unit Bid Award
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

WCUUSD Board Norms - Adopted November 18, 2020

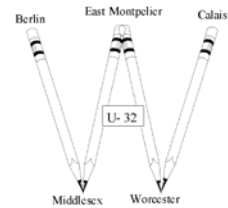
- **Public input** –Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** –To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, celebrate successes.

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Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Unapproved
2.15.22 8:30-9:30 a.m.
Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Committee Members Present: Flor Diaz Smith, Scott Thompson, Susanne Gann, Chris McVeigh, Chris O'Brien, Mark Kline, Kari Bradley, Jennifer Miller-Arsenault

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:30 a.m.**
- 2. Approve Minutes of 1.18.22: Scott Thompson moved to approve the minutes from 1.18.22. Kari Bradley seconded and the motion passed unanimously.**
- 3. Informational Reports**
 - 3.1. Monthly Reflection:** Susanne gave an overview of accomplishments over the past month. She advised that she has been working with Chris O'Brien and Bill Ford on developing a proposed Capital Improvement Plan. She has also been working on submitting the Excess Spending Exclusion Applications to the AOE. The AOE would like a written opinion from an attorney that supports the Board's assertion to authorize moving general funds into the capital reserve fund. We are working with Attorney Chris Leopold to review this issue. Scott Thompson asked if we could ask Attorney Leopold to give us, language to be used in future warnings so there is no doubt about being able to do this.
Susanne plans to spend time with individual building administrators to review their process for budget analysis and tools we provide them to track expenditures. The report for the board will be completed in March.
Susanne thanked Melissa for all her support surrounding the extra meetings in January. The Federal Office of Management and budget (OMB) required all federal agencies and systems to transition from using a DUNS number to a SAM UEI. Susanne thanked Matt Kittredge for his work on this.
Susanne thanked Virginia for her work filing several payroll reports, especially the 1095's. She thanked Penny for the work on the 1099 forms that are done annually, as well as the work on the Reinhart account. Reinhart was bought out by another company, causing a new vendor to be created and new purchase orders.
There was an administrative support team meeting on 2/9/22. It was asked that no purchase orders for this fiscal year be entered any later than 4/29/22. There was concern by the administrative team about predicting what could come up. They were using spreadsheets that were lost as part of the data breach and have no reference to look back on.

3.2. FY 23 Capital Improvement Project Update: Chris O'Brien gave an overview on the capital projects. At the board's discretion, Black River Design provided schematic designs and cost estimates for FY 22-23. In November, the Board authorized the Superintendent to complete bidding for the projects listed on the Capital Improvement Plan for a total estimated cost of \$1,533,863. He gave updates on the following projects: U-32 Roof Project, U-32 Windows, and District Wide Security Card/Camera Systems. Chris advised the U-32 Roof Project was awarded to Evergreen roofing 1/19/22. This was within the construction budget for this project. The AOE has approved the waiver and the contract is being circulated for signatures. The U-32 Window project has only had one quote and we are seeking two more quotes. The Security card/camera System has been more involved. In order to implement security access and cameras consistently it was necessary to reach out to a vendor to help us determine standard requirements across the district. We have been working with Margolis Healy.

Scott Thompson asked about the ventilation equipment on the roof at U-32. Chris advised that there is a meeting later this morning in regards to the ERU. It is projected for FY 25/26 but they have had another one fail. The Air handling Unit is being replaced this summer. Chris McVeigh asked if the ventilation equipment on the roof should be replaced before the roof is repaired. Chris advised the housing unit will stay in place and the parts will be replaced. Chris advised that he, Susanne, and Bill have been working on the five-year plan. They have been mindfully planning projects that make the most sense across the district.

4. Discussion/Action:

4.1. Annual Meeting Preparation: Flor referred to the memo in the finance packet and asked for thoughts on this. Jen advised that this would be the first time she has attended and she asked what the expectations are of the leadership team, central office staff etc. Flor advised this is more of an informational meeting, she advised in the past it has typically been the Business Manager, and some of the building principals. She advised they have been poorly attended in the past. She suggested that maybe one principal from the high school and one from the elementary would be nice to have if they are available.

4.2. Project Manager/Clerk of the Works Contract: Scott Thompson moved for the committee to recommend to the Board that they authorize the Superintendent to sign the contract with Bill Ford of WF Project Inspections for his services as Owner's Project Manager and Clerk of the Works through 2/9/23, not to exceed \$78,467. Chris McVeigh seconded. The motion passed unanimously.

4.3. Articulating Purpose of the Finance Committee: Jen advised that having a new person in the role of Interim Superintendent and Business Manager has raised some questions around the finance committee purpose. She advised the timing of the meeting now has advantages as it is typically the day before the board meeting and things are fresh. However, it also has disadvantages, as it does not give Administration time to make changes to materials prior to the full board meeting. Susanne had some questions surrounding finance policy. She advised she sees this as a review committee before going to the board. Jen asked for the committee's thoughts and feedback. Scott Thompson shared that his understanding is that it is the first stop for the board's consideration for actions that fall within that scope. Chris McVeigh advised that a review committee is an accurate depiction. Chris suggested maybe building in a little more of a cushion than there is right now and asked how active you might want the finance committee to be, perhaps having more participation from the leadership team. Kari Bradley asked how we add value. He stated he feels the committee is where we set parameters. Flor advised she feels that capital is part of this committee. It was suggested that it would be nice to meet perhaps two weeks before to have more time to prepare. Kari suggested having charters for the committees.

4.4. Discuss April 19, 2022 Meeting date (this is during Spring Break): There was discussion surrounding date and time for the April meeting as it would fall during the week of spring break. It was decided the finance committee would meet April 12th and the board meeting would be held April 27th. The committee agreed that beginning with the April meeting, monthly meetings would be Tuesday, the week prior to the board meeting (usually the second Tuesday of the month).

5. Next Meeting Date and Future Agenda Items

5.1. Special Meeting February 22, 2022

5.1.1. U-32 Air Handling Unit Bid Award

5.2. Next Regular Meeting March 15, 2022

5.3. FY 23 Capital Improvement Project Bid Awards

5.4. Capital Improvement Plan (April and May)

5.5. Future Uses of Fund Balance

5.6. Debrief FY23 Budget Process

6. Adjourn: Scott Thompson moved to adjourn the meeting. Kari seconded and the motion passed unanimously. The meeting adjourned at 9:30 a.m.

7.

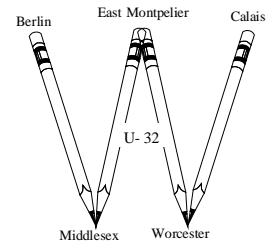
Respectfully Submitted,
Melissa Tuller
Administrative Assistant

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Jennifer Miller – Arsenault
Interim Superintendent



TO: WCUUSD Finance Committee
FROM: Bill Ford, Chris O'Brien, David Hannigan
DATE: February 18, 2022
RE: U-32 Air Handling Unit Bid

Washington Central Unified Union School District solicited bids to eight vendors for the U-32 Air Handling Unit Project.

We received one bid from Alliance Mechanical on 2/18/22 for the U-32 Air Handling Unit Bid.

The following vendors did not provide a bid: Sheet Metal Specialists, Chuck's Heating, Cooper Mechanical, VT Mechanical, New England Air Systems, Avonda Air Systems, and ARC Mechanical.

The low base bid amount is \$289,370 provided by Alliance Mechanical. This amount decreases by \$69,130 for alternates for a combined total of \$220,240.

A project budget would include 10% contingency for change orders a total budget of \$242,264.

There are sufficient funds in the Capital Fund to cover the full estimated cost of the project.

It is recommended for approval of the bid provided by Alliance Mechanical contingent upon approval of a waiver from the Agency of Education.

Motion: Approve the bid award to Alliance Mechanical in the amount of \$289,370.

Contractor Bid Summary
U-32 AHU Upgrades
Feb. 18, 2022

		Alliance Group	Chuck's Heating	Cooper Mechanical	Sheet Metal Specialists	Vt. Mechanical
BOND (Yes/No)		No				
ADDENDUM ONE, acknowledge receipt of (Yes/No)		Yes				
ADDENDUM TWO, acknowledge receipt of (Yes/No)		Yes				
BASE BID		\$289,370	did not submit	did not submit	did not submit	did not submit
ALTERNATES (numbers in parentheses are deducts)						
M-1	Delete work to refurbish AHU-11 and AHU-12.		(\$32,750)			
M-2	Delete work to refurbish AHU-13 and AHU-14.		(\$36,380)			
UNIT PRICES						
MARK-UP						
	Labor		\$100 / HR.			
	Material		35%			
	Subcontractors		15%			
DATE OF COMMENCEMENT			June 27, 2022			
DATE OF COMPLETION			September 1, 2022			
PROPOSED CONTRACT SUM (amount with selected alternates M-1 and M-2)			\$220,240			