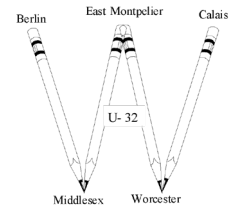


Washington Central Unified Union School District

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

Bryan Olkowski
Superintendent



WCUUSD Finance Committee Meeting Agenda - Revised 7.29.20 5:00 - 6:00 pm

Via Video Conference*

<https://tinyurl.com/y6ql6aqh>

Meeting ID: 948 3573 7194

Password: 014308

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

1. Call to Order
2. Approve Minutes of 7.15.20 – pg. 2
3. Discussion/Action
 - 3.1 Temperature Monitoring System contingent on future guidance for Vermont Agency of Education – pg. 5
 - 3.2 Facility Improvement Update – pg. 6
4. Next Meeting Date and Future Agenda Items
 - Energy Project Consultant (Fall)
5. Adjourn

***Open Meeting Law temporary changes as of 3/30/20:**

Boards are not required to designate a physical meeting location. Board members and staff are not required to be present at a designated meeting location.

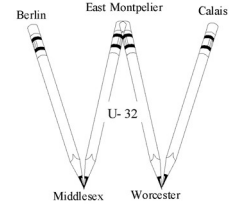
Our building will not be open for meetings. All are welcome to attend virtually.

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Bryan Olkowski
Superintendent



WCUUSD Finance Committee Meeting Minutes - Unapproved 7.15.20 5:00 - 6:00 pm

Via Video Conference*

Board Members Present: Flor Diaz-Smith, Scott Thompson, Kari Bradley, Chris McVeigh, and Lindy Johnson

Administrators Present: Bryan Olkowski, Lori Bibeau, Kelly Bushey, Steven Dellinger, Aaron Boynton, Jennifer Miller-Arsenault, Amy Molina, and Keith MacMartin

Others Present: Corrine Stridsberg

1. Call to Order – **Ms. Diaz-Smith called the meeting to order at 5:01 pm.**
2. Approve Minutes of 6.17.20 – **Mr. Thompson motioned to approve the minutes of 6.17.20. Mr. Bradley seconded. Motion carried.**
3. Budget (Discussion)
 - 3.1 Review FY 20 Financial Report - Ms. Bibeau informed the attendees that the books were closed on July 3rd. She stated she has conferred with auditors about CARES funds and will be applying for \$417,830.
 - 3.2 Discuss Board to authorize the Finance Committee to award bids over \$15,000 for COVID-19 items – Mr. Olkowski stated that it would be helpful for the finance committee to have the ability to award bids over \$15,000 in order to be able to move forward with preparing the schools for the school year. Mr. Bradley asked if the two weeks between full board meetings was not an adequate amount of time to award bids. Mr. Olkowski stated that many items would need to be awarded as soon as possible because the time between delivery, installation, and the beginning of school requires quick decisions. The committee members were agreeable to approving bids between \$15,000 and \$100,000.
 - 3.3 Discuss School Reopening COVID-19 Expense – Mr. Olkowski noted that they're trying to be good stewards of taxpayer money while following state guidelines. Ms. Bibeau stated that they're asking for \$300,000 for

items such as hand sanitizer, masks, gloves, thermometers, software, and equipment knowing that if CARES reimbursement funding doesn't come through they will have to find funding sources. The concern is that they don't yet have clear direction on what qualifies for the funding. The committee agreed that they should purchase what is needed for reopening.

- 3.4 Discuss Central Office Renovations – Mr. Olkowski met with Bill Ford and the architect to make sure there's a safe area when arriving at the central office. There is an estimate between \$8,000 and \$11,000 based on calculations from Black River. Ms. Bibeau mentioned that it is less expensive to make a permanent wall than it is to make a temporary wall, and that there is \$117,000 in a capital fund for the central office. Mr. Bradley and Ms. Diaz-Smith stated that they support what is needed to be safe as possible, but would like more information on what equivalents are being done in the schools.
- 3.5 Discuss Hiring a Retreat Facilitator – Mr. Olkowski told the committee that the retreat facilitator will cost \$2,000 plus travel, lodging, and food. Committee members stated that they feel comfortable with recommending this to the board.
- 3.6 Discuss Solar Net Metering – Mr. Olkowski reported that they reached out for solar net metering and asked if the company would be willing to do a two year deal, but they are only interested in a 20 year deal. Mr. Olkowski does not recommend moving forward with this project based on the length of the deal requested. Ms. Bibeau stated that they do not have to make a decision right away, but that the company would like a decision no later than August 15th. Mr. Thompson told the committee about some background research done by Dorothy and stated she was opposed because the Washington Electric Cooperative is already 100% renewable.
- 3.7 Discuss Berlin Driveway Reconstruction and Paving Project – Ms. Bibeau stated that three vendors submitted competitive bids on the project. She noted that it is recommended for the bid to be awarded to Avery Excavation for a cost of \$477,518. A second request would be to approve \$126,000 from the district fund because the project cost exceeds the estimated original expense, and they would need extra funds set aside if the project cost exceeds the current bid. Mr. Thompson shared that Dorothy expressed disinterest in this project because of possible negative perception of doing this work when funds are needed to re-open schools. The committee spoke with Mr. Boynton about safety concerns of the driveway and dirt parking lot, both current and future. Mr. McVeigh asked for additional details about why the bid was higher than anticipated, and Ms. Bibeau broke down the information on the higher expense due to lighting and the extra funds in case of needing to exceed the bid. They noted that speaking to someone with Efficiency Vermont

about the lighting and possible grants might be one way to reduce the cost. Mr. McVeigh, Mr. Bradley, and Ms. Diaz-Smith stated that they support the project, and Mr. Thompson stated he is 80% in support of the project with concerns of spending money on non-COVID related items at this time.

4. Next Meeting Date and Future Agenda Items – July 29th, 2020
 - Energy Project Consultant (Fall) – Ms. Diaz-Smith noted that it would be helpful in a future meeting to figure out the ultimate goal, and how to set the Energy Project Consultant up for success.
5. Adjourn – **Meeting adjourned at 5:53 pm.**

Respectfully Submitted,
Tiffany S. Miller, Board Recording Secretary

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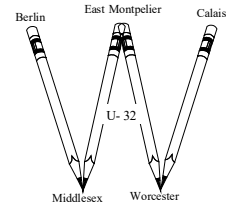
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Bryan Olkowski
Superintendent



MEMORANDUM

TO: WCUUSD Finance Committee
FROM: Bryan Olkowski, Superintendent
Lori Bibeau, Business Administrator
DATE: July 28, 2020
RE: Temperature Monitoring Systems-DRAFT #1

Washington Central Unified Union School District (WCUUSD) requested proposals for Temperature Monitoring Systems for four schools. The bid was for U-32 School, Berlin Elementary School, East Montpelier School and Rumney Memorial School. The Health and Safety School Task Force developed the equipment specifications and the Washington Central Leadership Team approved the bid specifications. Two schools were not included in the bid Calais and Doty. This is because they have less enrollment/staff to process and feel the increase in nursing time will be sufficient to complete this work.

In summary, bids were solicited from ten vendors. We received bids from four vendors. The bids ranged from \$40.5k to \$54.8k to purchase the equipment. Some bids offered equipment that did not meet the bid specifications. Some vendors only provided an option to lease the equipment which would result in less COVID reimbursement and additional cost to the District.

A committee reviewed the bids and is recommending the bid be awarded to Vermont Security LLC. The cost for all four buildings is \$41,500 to purchase the equipment. Additionally, there is a service agreement for the equipment. The total three year cost for a service agreement is \$39,840 for a total commitment of \$81,340. This is an eligible expense for CARES reimbursement.

Board Action Recommendation:

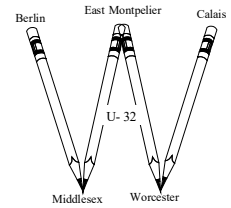
To award the bid to Vermont Security, LLC for a Temperature Monitoring System Equipment cost of \$41,500 plus the maintenance service agreement cost of \$39,840 for a total of \$81,340, pending expected guidance later this week from the Vermont Agency of Education.

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Bryan Olkowski
Superintendent



MEMORANDUM

TO: WCUUSD Finance Committee
FROM: Bryan Olkowski, Superintendent
Lori Bibeau, Business Administrator
DATE: July 28, 2020
RE: Facility Improvement Update

Washington Central Unified Union School District (WCUUSD) is in the process of Retro-fitting all schools and the Central Office to meet the Center for Disease Control (CDC) requirements to reopen schools.

Here is an update on the work that is taking place prior to the reopening of schools:

- All schools are purchasing equipment to ensure social distancing requirements are met. This includes: desks, sneeze guards, dividers and renovations for isolation rooms, etc.
- Black River Design, Kohler & Lewis, Bill Ford and School Principals have worked diligently to ensure the CDC requirements will be met to reopen schools. Black River Design is in the process of getting the consultants needed to complete the work at all locations.
- It is expected that most, if not all, of this work should qualify for reimbursement from the Efficiency Vermont CARES grant.
- At this time, we believe the \$300k authorized by the Board at the July 15, 2020 meeting should be sufficient to cover school reopening items for the facility updates and the instructional costs.

Other Opportunities for Efficiency Vermont CARES Grant Funding:

- Both Calais and Rumney were identified as needing a considerable amount of work to update air handling systems. They were on the project list shared with the School Board last fall. At this time, we are requesting reimbursement from the Efficiency Vermont CARES grant to expedite these projects with an estimated cost to be determined.
- The next steps are:
 - Confirm the eligibility for these projects for reimbursement from the Efficiency Vermont CARES grant.
 - Request Board Authorization to proceed with this work in the near future.

We will keep the board apprised as more information is available.

Thank you for supporting us during this challenging time.