

GROTON BOARD OF EDUCATION
FINANCE/FACILITIES COMMITTEE MEETING
SEPTEMBER 5, 2023 @ 6:00 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 August 1, 2023 Meeting Minutes (Attachment #1)
3. Review Budget Timeline (Attachment #2)
4. Review CIP Proposals (Attachment #3)
5. Update re: School Facilities
6. Adjournment

GROTON BOARD OF EDUCATION
FINANCE/FACILITIES COMMITTEE MEETING MINUTES
AUGUST 1, 2023 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11

Members Present: Jay Weitlauf, Beverly Washington

Members Absent: Dean Antipas

Also Present: Susan Austin, Sam Kilpatrick, Laurie LePine (Remote), Matthew Shulman (Remote)

Chairman Weitlauf called the meeting to order 6:01 p.m.

1. Review June 6, 2023 Meeting Minutes - Prior meeting minutes review and accepted.
2. Discussion re: the East River Energy Contract – Laurie LePine stated that the East River Energy contract for the upcoming year was signed by Ken Knight in February; rates were locked in for the heating oil and diesel fuel. She stated that we’re paying approximately \$1.00/gallon less than last year. We also coordinate with the town to get the best rates available. In response to a question from Bev Washington regarding the process we use to choose the oil/fuel company, Sam Kilpatrick responded that we’ve gone out to bid in the past, and we don’t always choose the same company.
3. Review End of Year Unexpended Funds/Encumbrances – Jay Weitlauf stated that Matt Shulman had a question regarding encumbered salaries. Laurie LePine stated that the encumbrances in the year-end report refer specifically to teachers’ salaries; it’s necessary to encumber their salaries for July and August because it’s work performed before June.
4. Discussion re: the Health Insurance Reserve – Laurie LePine stated that we received the health claims through June, which shows where we finished the year against Anthem’s projection of how the plan would perform. In the coming weeks, we will compare this to the budget and see what the impact is on the reserve.
5. Update re: School Facilities – Sam Kilpatrick updated the committee on the following projects:
 - The well pump at Central Office is being replaced on Friday afternoon.
 - Working on a contract for the GMS field lights.
 - The solar project at GMS is scheduled to mobilize on August 2.
 - The solar project at MRMS is scheduled to mobilize on August 15.
 - The drainage project at NEA started today.
 - The LED lighting project at FHS will pay for itself.
 - The pergola project at GMS, which can be used as an outdoor classroom, will be located outside the art room. Sam Kilpatrick is hopeful the concrete will be completed by the beginning of school.
 - The water fountain on the second floor at MRMS leaked. Repairs to be completed.
 - It doesn’t appear that we’ll be able to get to the additional office space project at CK this summer.

The meeting adjourned at 6:50 p.m.

FY2024/2025 BUDGET CALENDAR

Monday, October 2, 2023	Administrators' meeting/Business Office begins preparing budgets for 2024/2025 school year
Friday, November 17, 2023	Principals submit budget data to Business Manager
Monday, November 27, 2023	Business Office enters 2024/2025 budget data and prepares draft documents
December 1 - 15, 2023	Superintendent and administrators review and discuss
Tuesday, December 5, 2023	Review with BOE Finance/Facilities Committee
Tuesday, January 2, 2024	Superintendent presents budget to the Board of Education
Monday, January 8, 2024	2024/2025 budget work session
Tuesday, January 16, 2024	Tentative Public Hearing/Board of Education Special Meeting on the budget & 2024/2025 budget work session
Monday, January 29, 2024	2024/2025 budget work session
Monday, February 5, 2024	2024/2025 budget work session
Wednesday, February 7, 2024	Tentative Joint BOE/Town Council/RTM budget meeting & 2024/2025 budget work session
Monday, February 12, 2024	2024/2025 budget work session
Wednesday, February 21, 2024	2024/2025 budget work session, if necessary
Monday, February 26, 2024	Board of Education adopts 2024/2025 budget
Monday, March 4, 2024	Business Office makes revisions and prepares adopted budget for submittal to Town Manager
By March 15, 2024	Printed budget book to Town Council & RTM (Town Manager transmits to Town Council by March 15)
March - April, 2024	Town Council budget review
By April 28, 2024	Town Council adopts 2024/2025 budget (per Town Charter)
April – May, 2024	RTM budget review
By May 25, 2024	RTM adopts 2024/2025 budget (per Town Charter)

CAPITAL PROJECTS - FYE 2024 (000)

FYE 2024 TO FYE 2029

PROJECT SUMMARY (000)

5) EDUCATION	SOURCE	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	TOTAL COST
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	C	280	0	0	0	0	0	280
B) FITCH HIGH SCHOOL FIELD HOUSE	C	15490	0	0	0	0	0	15490
C) NORTHEAST ACADEMY AIR QUALITY	C	0	250	250	250	250	0	1000
D) FITCH HIGH & BARNUM SCHOOLS HVAC UPGRADES	C	0	0	0	0	0	0	0
E) FITCH HIGH SCHOOL CULINARY ARTS	C	600	0	0	0	0	0	600
F) SECURITY CAMERAS	C	245	0	0	0	0	0	245
G) DISTRICT SAFETY & SECURITY	C	150	0	0	0	0	0	150
H) FITCH HIGH SCHOOL BLEACHERS	C	1700	0	0	0	0	0	1700
TOTAL	C	18465	250	250	250	250	0	19465
Capital Reserve Fund	C	18465	250	250	250	250	0	19465
General Obligation Bonds	G	0	0	0	0	0	0	0
Other	O	0	0	0	0	0	0	0

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

In addition to the regular use of the football field by the football team, the field is also used by the Groton Public Schools' lacrosse and soccer teams as well as physical education classes. The playing field no longer drains properly and is in need of upgrading. It will be necessary to regrade and recrown the field and sod the entire surface.

The addition of an irrigation system while work is performed will greatly enhance the continued maintenance by providing timed watering while also improving on the efficiency/cost of water usage.

Requested for FYE 24 are funds (\$250,000) to sod and recrown the field and funds (\$30,000) for irrigation.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	280						280
D. Equipment								0
E. Other Costs								0
Total	C	280	0	0	0	0	0	280

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
B) FITCH HIGH SCHOOL FIELD HOUSE	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The field house at Fitch High School was built in the early 1970's and provided locker rooms and meeting space for male athletes and teams only. To meet today's requirements, locker rooms and training facilities must accommodate both male and female student athletes.

A study was commissioned by the Board of Education to determine what upgrades may be required. SLAM architectural firm presented its findings and provided the estimate for replacement of the field house and concession stand which also provides for modernized public restrooms.

Requested for FYE 24 is \$15,490,000 for replacement of the field house.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	15490						15490
D. Equipment								0
E. Other Costs								0
Total	C	15490	0	0	0	0	0	15490

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) NORTHEAST ACADEMY AIR QUALITY	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

There have been concerns about excessive humidity in the Northeast Academy. The district contracted with the engineering firm Fuss & O'Neill to determine the cause and possible remedy for this issue. The study concluded with recommendations for both short and long term solutions.

The long-term recommendation in the engineering report is the replacement of the air handling units.

The initial work for the short-term equipment upgrades was completed during the spring of 2020.

The Board recommends postponing the replacement of the air handling units until FYE 25 and beyond. During the spring of 2020 the maintenance staff implemented an active dehumidification program that mitigated the humidity problem. The HVAC technician will continue to monitor the air quality of the building.

Programmed for FYE 25-28 are funds (\$250,000/year) for replacement of the air handling units.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C		250	250	250	250		1000
E. Other Costs								0
Total	C	0	250	250	250	250	0	1000

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT D) FITCH HIGH & BARNUM SCHOOLS HVAC UPGRADES	ACTIVITY/DEPARTMENT 5) EDUCATION
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DESCRIPTION/PURPOSE/JUSTIFICATION

While many areas of Fitch High School were renovated in the 2008 building project, the vintage section did not get an updated HVAC system.

Charles Barnum Elementary School, built in the 1960's, has the original HVAC systems.

The Board of Education is funding the study and plans for the expected upgrades. Once this has been completed the construction and equipment estimate will be included in next year's CIP.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction			TBD					0
D. Equipment			TBD					0
E. Other Costs								0
Total	C	0	0	0	0	0	0	0

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
E) FITCH HIGH SCHOOL CULINARY ARTS	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

With the Groton Public Schools' focus on college and career readiness, we are expanding our Careers Pathway program to ensure our students are workforce ready. A very popular career pathway for our students is the Culinary Arts Program. The program fills to capacity and many students are turned away. There is a need for a more robust culinary arts program that can service more of our students and ready them for entry level jobs in the restaurant industry. This would require upgrading of the current cooking/cleaning stations to more commercial grade equipment.

Programmed for FYE 24 are funds estimated at (\$600,000) for the construction and equipment to complete the project.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	400						400
D. Equipment	C	200						200
E. Other Costs								0
Total	C	600	0	0	0	0	0	600

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
F) SECURITY CAMERAS	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

Four of the seven Groton Public Schools (Charles Barnum, Catherine Kolnaski, Northeast Academy, Fitch High School) are in need of upgraded security cameras (internal and external) and camera management systems. Currently, each school has its own stand-alone system. To effectively address emergency issues in our schools, a federated system of camera access controls across all schools with real-time access for school administrators, Groton Police, and first responders is required. This proposal would provide funding to address these needs and to prepare for the Mutualink system proposed by the Board of Education to be used with Groton Police Departments.

Requested for FYE 24 are funds (\$245,000) to complete the project.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C	245						245
E. Other Costs								0
Total	C	245	0	0	0	0	0	245

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
G) DISTRICT SAFETY & SECURITY	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

As concerns continue with schoolplace incidents, providing a means for first responders to see in real time is highly recommended. Mutualink would give access to school cameras on an as-needed basis to assist in the timely mitigation of a critical event. The system would connect both communications and cameras to school administrators and local police authority.

Requested for FYE 24 is \$150,000.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction								0
D. Equipment	C	150						150
E. Other Costs								0
Total	C	150	0	0	0	0	0	150

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
H) FITCH HIGH SCHOOL BLEACHERS	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

As noted in the request for the recrowning of the football field, the bleachers are also used by many other groups and functions throughout the year. This request is for the removal and replacement of the existing bleachers for both home and visitors. New bleachers would be installed, meeting present day requirements for handicap accessibility.

Requested for FYE 24 is (\$1,700,000), (\$200,000 for removal of the existing bleachers and \$1,500,000 for purchase and installation of the new bleachers).

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	200						200
D. Equipment	C	1500						1500
E. Other Costs								0
Total	C	1700	0	0	0	0	0	1700

*Funding

(C) Capital Reserve Fund

(G) General Obligation Bonds

(O) Other