

**Regional School District No. 17**  
**Board of Education**  
**Finance/Facilities Subcommittee**  
**Meeting Agenda**  
**Chair: Peter Sonski**

A meeting of the Regional School District No. 17 Finance/Facilities Subcommittee was held on Tuesday, August 29, 2023, at 4:30 PM at HK High School Room A116.

**Subcommittee Members Present:** Peter Sonski (Chair), Prem Aithal, Jennifer Favalora

**Other Attendees:** Superintendent Jeffrey Wihbey, Assistant Superintendent Jennifer Miller, Rob Albert, Brianna Hill, Denis Recchia, Director David Solin, Jeff Wyszynski (Tecton-remote), Antonia Ciaverella (Tecton-remote), Justin Hopkins (Tecton-remote), Kate Anderson (Haddam BOS-remote), Eric Couture

**1. Call to Order/Opening of the Meeting**

The meeting was called to order at 4:39 PM by Peter Sonski (Chair).

**2. Approval of Previous Minutes**

The committee approved the Minutes from June 2023 without changes.

**3. Daily Substitute Rates**

Assistant Superintendent Miller presented a summary of a proposed substitute teacher compensation method based on a sliding scale of days worked within the district. The proposal modifies the previous method but widens the three minimum days worked for daily wage increases. There were no objections among the committee members.

**4. District Master Plan update from Tecton**

Representatives from Tecton Architects discussed the August 24/25 school building walk-throughs, the need to complete a transportation analysis, and a potential narrowing or sharpening of master plan options. Superintendent Wihbey presented a report on optimal RSD 17 grade configuration project phasing.

## 5. Owner's Rep RFP

Committee members reviewed the role of an Owner's Representative to represent the BOE in the master plan process. Such a firm/individual will advise the BOE and ensure its interests are protected and its duties and responsibilities are met in selecting a final recommendation for referral to referendum. Upon approval, the Owner's Representative will serve the BOE in grant preparation and filing requirements, as well as oversight of all phases of the project implementation.

## 6. Operations Reports

### a. Facilities Manager's Report

Mr. Albert reported that coliform bacteria had been detected in the well water samples at HKIMS earlier in the month. Remedial treatments with chlorine were performed. A retest will occur in early October. Until then, potable water is being provided for drinking and food preparation at the school.

All-gender restrooms were identified and labeled per CT state statute at HKHS and HKMS.

The HKHS elevator is scheduled to complete repairs in late September and early October. If necessary, work may be delayed until the end of the calendar year break in instruction.

The drinking fountain malfunction that damaged the building elevator and the fire alarm system at HKIMS has been repaired, along with all the resulting damages. The remaining drinking fountains have been updated.

The electronically powered traffic sign that reduces the speed limit during school hours on Route 81 northbound before BES was damaged in a June auto accident. Sourcing new components, scheduling contractors, and processing insurance claims have delayed its replacement. The sign should be reinstalled by mid-September.

During the summer, pest control specialists were retained to eliminate bats inside HKHS and moles on the HKIMS soccer and softball fields.

The State of Connecticut has introduced new ventilation standards in the aftermath of the pandemic. More modifications to HVAC equipment are expected.

### b. IT Manager's Report

Mr. Recchia reported that a new application has been integrated with the district software programs, allowing a single sign-on method for the student population. Chromebook replacements have been delayed; however, several older units have been redeployed, awaiting the new devices, which are expected by the end of September.

## **7. Finance Director's Report**

Director Solin reported that \$820,000 had been transferred to the capital fund as a result of the 2022-2023 year-end closeout. He is on schedule to complete and file all year-end reports to the State of Connecticut by August 30th. The food service account had a \$150,000 year-end surplus due to federal/state government-funded programs in the wake of the pandemic. The Superintendent and the Food Services Director will meet to determine how the surplus funds can be allocated to benefit students in the upcoming academic year.

An early FY 2022-23 fund balance estimate is \$150,000.

## **8. EV Charging Stations**

The committee discussed the topic of EV charging stations. Mr. Albert will invite a representative to a future committee meeting for further discussion.

## **9. 2024-25 Budget Calendar**

The committee discussed the calendar and requested a proposal be presented to the committee for recommendation to the BOE.

## **10. Adjournment**

The meeting adjourned at 7:59 pm.