

AGENDA



**Addison Central School District
Facilities Committee
Committee Meeting
Monday, January 22, 2024, 8:30 am - 9:30 am
208 Charles Avenue,
Middlebury VT**

ACSD District Vision and Mission

OUR VISION

Our vision is for all ACSD students to reach their full learning potential, have a sense of belonging in our schools, and enrich our community and the communities where they live in the future.

OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

Please click the link below to join the webinar:

Link to join Webinar

<https://us06web.zoom.us/j/89646896492>

- A. Call to Order Upon Reaching a Quorum
 - 1. Introductions - Board Members, Administrators and Staff
- B. Public Comment - Agenda Items
- C. Approve Minutes from 11/27/2023
- D. Committee Discussion:
 - 1. Mid-Year Facilities Repair and Maintenance Project Report
 - 2. Recommended transfer of FY23 General Fund Balance to Capital Reserves
- E. Public Comment - Any Topic
- F. Adjournment

***Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

MINUTES



**Addison Central School District
Facilities Committee
Committee Meeting
Monday, November 27, 2023, 8:30 am - 9:30 am
208 Charles Avenue, Middlebury VT & Virtual Connection**

ACSD District Vision and Mission

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OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

A. Call to Order Upon Reaching a Quorum

Jason Chance called the meeting to order at 8:30 AM.

1. Introductions: Board Members, Administrators and Staff

Present: Bruce MacIntire Director of Facilities, Barb Wilson, Tim Williams Interim

Superintendent, Matt Corrente Director of Finance and Operations, Chip Malcolm, and Jason Chance. Absent: Brian Bauer, Ellen Whelan-Wuest

B. Public Comment None

C. Approve Minutes of 9/25/2023

Move: Barbara Wilson Second: James Malcolm Status: Passed

D. Committee Discussion:

1. Update: MUHS - project expected to be completed without use of contingency funds

Nearly complete - Tiling work will be completed over a weekend in December. Budget: came in just under budget. No need to use project contingency! Chip commented: food service flow is slow through the serving line. Bruce said it's better than before and each lunch has 200+ students, so the first 5-10 minutes is congested. Bruce estimates the project to be 100% done by January 1st.

2. Update: MH - Additional funding for HVAC project is in the budget currently.

\$1.2 million - Currently have \$800k in Esser funds. Current scope just A Wing. Original estimate \$2M (A wing and C wing) - chose A over C because C wing has more extensive work required (ADA compliance work - doorways, sinks.) Work in A wing won't have to be reworked. Project shortfall is currently in the FY25 budget.

3. Update: Ripton - water controls system replacement.

Complete failure for well control system at the beginning of the year. \$10K to replace all of the controls. The 2000 gallon storage tank will be filled with radar sensors. Work to be done over the holiday break. Current manual work around is to manually turn on the pump twice per day to refill the storage tank.

4. Update: MUMS - discussed forming a building level stakeholder feedback group.

Building level stakeholder group - Michaela wants to evaluate some space use needs. Bring in an architect/expert to do some design work. Non-classroom space needs that need to be addressed. Cut library in half. Special Ed services are being provided in entryways and hallways. Also, lack of conference/meeting space. Cafeteria is crowded. PE classes, two at a time in the gym. Discussed different options. Barb proposed hiring a space usage expert. Bruce to look into space utilization consultants. Matt to follow up with Michaela.

5. Discussion: Enrollment Projections

Start with historic enrollment - figure percentage changes over time. Kindergarten estimate is best guess. Use live birth rate data. No correlation between birthrate and kindergarten population. Regardless of method. Kindergarten classes are usually 115-125 every year, regardless of birthrate.

6. Discussion: Facilities Equity

Equity vs Equality - Matt: do you look at square footage needs based on poverty. What about human resource needs to improve equity? Have to strike the right balance of both. More discussion to be had in the future.

7. Discussion: Facilities Budget Standards from State

Not official yet - will only fund building projects when operations & maintenance budget is sufficient.

E. Public Comment - Any Topic None

F. Adjournment

Meeting Adjourned at 9:47 AM

Respectfully Submitted,
Jason Chance

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DRAFT

Facilities FY25 Mid-Year R.A.M.P Report

January 2024

Bruce MacIntire , Director of Facilities

Matthew Corrente, Director of Finance and Operations

Summary

FY24 has presented the Facilities Department with several challenging emergency scenarios. These have largely centered around our HVAC and water system infrastructure.

In addition to the Department's emergency response work, we have initiated planning work on proposed projects at MUHS and MUMS.

HVAC

In nearly every school, we have had numerous repairs to our heating and ventilation systems. This is indicative of the age of the systems and we expect the trend to continue. Due to the extensive integration of these systems into a building's general infrastructure design, it is often difficult to estimate repair/replace costs. Often a project's scope will expand as Sister costs (while one big project is happening, it makes sense to do another) and Grandfather costs (one project triggers a legal/code based requirement to do another project) often accompany this type of system overhaul.

Shoreham

A recent event at the Shoreham school highlighted the deficiencies in that HVAC system. We had boiler ignition problems that led to the building being evacuated. The (relatively new) boilers have since been repaired but the event highlighted a deficient air handling system. While closely monitored air quality because of the event we noticed the air handling system moved less air than required. This project should be addressed in the near future. A rough cost estimate is \$1,000,000, independent of sister and grandfather costs.

Cornwall

This school has the oldest system and requires complete replacement (\$2,000,000)

Weybridge

HVAC has not had an update in more than 25 years. We cannot adjust the system because the old controls are no longer accessible. At a minimum, Weybridge needs the controls updated, which is \$125,000.

Mary Hogan

The school will be getting new HVAC in A-wing this summer using the final ESSER funds. However, C-wing remains unaddressed and has been identified as one of the District's most problematic HVAC systems. This to be on the shortlist, estimated cost is \$2,500,000.

MUMS, MUHS, Ripton, Salisbury, Bridport

All of the other schools still require increased maintenance on the HVAC systems but are meeting the needs of the buildings.

Water

Ripton had a failure with its domestic water controls. It took the facilities department several months to remedy the problem. We now have new controls, and the water system is working well.

MUMS had a coupling on the sprinkler system fail, resulting in a flood that caused extensive damage to the building. The majority of the repairs have been done. We are still waiting for casework for room 202 but plan to have students back in that space by January 24th. As a result of the failure, we are looking at making a change to the dry sprinkler system this summer. Price range is \$20,000 to \$40,000.

MUHS: We have had a few leaks in the domestic water piping. The leaks have been repaired, but the frequency has been steadily increasing. Last month, we had to break into the block wall on the second floor or H-wing to repair the water dripping from the driver education room ceiling.

Miscellaneous

MUHS: We are currently working on renovation plans for the learning lab at MUHS. This was the computer lab adjacent to the library, which is open to the library. Due to a change in function, we plan to separate the spaces and create an office within the space for our 504 coordinator. We should have some firm estimates mid to late February.

MUMS: We have started discussing space utilization and programmatic needs at the Middle School. Through the spring, we will develop some recommendations for needed changes.

Central Office: We have completed exterior, interior wall and ceiling sampling. Air quality assessment is pending. So far we have found that there is significant cracking along the north foundation due to hydrostatic pressure. Exterior deficiencies include rotted sills, siding and and jambs (allowing pests points of entry) as well as improper grading and drainage. Interior sampling revealed no evidence of environmental concerns such as mold or significant signs of water entry. Insufficient insulation was discovered throughout.

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TO: ACSD Board

FROM: Matthew Corrente, Director of Finance and Operations

RE: FY25 Allocation of Fund Balance

DATE: 12/20/2023

Fund balance is both a simple and complex concept. Simply put, it is a measure of unspent and unallocated funds for which the district must make a plan. Put in a more complex way, fund balance represents at least two prior years of unallocated revenues, corrected by the budget performance of the previous year, modified by prepaid items from the current year and audited for accuracy.

We have an ending FY23 fund balance of \$2,033,842 available for designation in FY25. In recent years, ACSD has elected to transfer fund balance to reserve funds (Capital Projects Reserve, Education Reserve). Normally, fund balance is not used as budgeted general fund revenue to decrease the tax rate or education spending per equalized pupil since this creates a “cliff” for the following fiscal year.

For FY25, I recommend transferring \$2,033,842 of the fund balance to the Capital Reserve. Strategically, I suggest that these funds be held in reserve to address emergent, one-time needs throughout the FY25 school year. Additionally, I suggest that the Facilities Committee and the Board consider areas of investment for these funds, should they remain unneeded. These areas of investment should consider the broader landscape of capital improvements under the Facilities Master Plan and endeavor to enhance our ability to address district-wide deferred maintenance.

Recommended Motion: Approve the transfer of \$2,033,842 from the FY23 General Fund to the Capital Reserves.