



Regional School District No. 17

Board of Education

Facilities Subcommittee Meeting Minutes

Chair: Shawna Goldfarb

A meeting of the Regional School District #17 Facilities Subcommittee was held on August 12, 2025, in the Central Office Boardroom.

Subcommittee Members Present: Shawna Goldfarb, Joe Centofanti, Jennifer Voegtli

Subcommittee Members Absent: Corey Roberts, Suzanne Sack

Others Present: Director of Finance and Operations, Karen Asetta, Superintendent Smith

Call to Order

The meeting was called to order at 6:09 PM by Shawna Goldfarb (Chair).

Approval of Previous Meeting Minutes

Tabled due to a lack of voting members from previous meeting

HKHS Project Update

Superintendent Smith provided the committee with an update on the HK High School Building Project. He indicated that the paperwork has been submitted to the State, and the communications committee is working hard on ways to get factual information out to the public. He informed the committee that a Community Forum is scheduled for September 8, and the RSD17 website is being overhauled with a priority to update the information on the building project. The committee asked about the progress of the PAC. It was explained that the project is in its final stages of development, and there was an explanation of what the PAC can do.

Update on Summer Projects

- A. **Facilities** Director Asetta provided an update to the committee that all the summer projects have been completed on budget. Superintendent Smith recommended that, in addition to installing Ballistic Film, the district also update all the caulking around all the first-floor windows in all schools to increase safety. The committee requested that Director Asetta include this in the Capital Plan.
- B. **Technology** Director Asetta informed the committee that all the Chromebooks and 12 Viewboards have been purchased. Superintendent Smith advised that the new Director of Technology will be doing a thorough review of all the district's hardware and software.

- C. **FF&E Project Update** Superintendent Smith notified the committee of an issue with the FF&E project for the elementary schools. According to the Superintendent, Antonozzi was hired in FY25 for \$24,000 to consult and order the FF&E for the full four years of the duration of the project. Antonozzi contacted the Superintendent indicating they went far beyond the scope of the contract needs and are requiring an additional \$18,000. The committee discussed this in length and asked the Superintendent and Director Asetta to research how this was invoiced and to follow up with Antonozzi and come back to the committee during the September meeting to make the final decision whether to recommend this to the full board.

Report on Facility Walk-through for Start of 2025-2026 School Year

Superintendent Smith advised the committee that the building walk-throughs are scheduled to take place at KES and HKIMS on August 19th and at Burr and HKHS on August 20th.

Facilities Update

A. Emergency Needs

- Raptor Visitor Software to ensure RSD17 is compliant with the State of Connecticut safety requirements. The software and hardware will be implemented entirely on the first day of school. The committee asked how KES handles safety when voting is taking place in the school. Director Asetta will bring the information to the next facility meeting. - Cost \$10,000
- The door fobs at BES had to be replaced. The old Fobs are obsolete, and the district can no longer get replacements. - Cost \$7,280.00 There is a plan to roll out Fob replacements for all schools during the FY2026 year.
- The Whitehouse Basement - During a tour of the building, Brianna Hill noticed a leak in the ceiling near electrical lights in the basement, which also indicated damage to the sheet rock. The district brought in HazPro to assess and quote for the repair. They will repair the sheet rock, decontaminate and clean the basement, and provide paperwork. The work is to be completed by August 15th. - Cost \$13,750.00

B. Seasonal Needs

None

C. Additional Facility Needs

Superintendent Smith updated the committee on the pool blocks. He indicated the blocks will be replaced at the end of the swim season. Until then, the meets will take place off-site except for the HKHS senior night home meet. The organization agreed to now use the block for that Meet and for HKHS practices.

Superintendent Smith informed the committee that HKIMS Well Pump #3 had failed and needed to be replaced. Hungerfords will replace the pump and piping, and then test/re-chlorinate the water. - Cost - \$8,874.00

D. Technology Needs

Superintendent Smith reported to the committee that the new Director of Technology has determined that eight services are at the end of life. However, the district has two brand new servers that will be formatted and become the home for PowerSchool. Additionally, he noted that the district's Anti-Virus software has been outdated since 2008 and requires purchase and replacement. (see Finance meeting minutes)

Transportation Contract Discussion

Superintendent Smith and Director Asetta will meet the week of 8/18 to discuss the bidding process for a new Transportation Contract. Director Asetta informed the committee that she would obtain the layout of the current routes and discussed how the district can optimize routes and buses. This will give the district insight into what to ask for in the bidding process. She will bring her findings and next steps to the Facilities October meeting.

Upcoming Agenda Items

- Update on Emergency projects
- Update on FF&E situation

Adjournment

The meeting was adjourned at 7:10 PM.