



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, Corey Roberts

Subcommittee Members Absent: none

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

Call to Order

The meeting was called to order at 5:49 PM by Shawna Goldfarb (Chair).

Approval Meeting Minutes

Jennifer Voegtli **MOVED** and Corey Roberts **SECONDED** a motion to approve the minutes as presented. The motion passed.

HKHS Project Update

Superintendent Smith provided the committee with an update on the HK High School Building Project. He advised the committee that a letter from the BOE will go out to the public once the next BOE full meeting is held. He said that he, Jennifer Miller, Suzanne Sack, and Jennifer Favalora met with Jack Butkus to discuss a timeline for the project.

Update on FY Capital Projects

- A. Updated Capital Plan - Superintendent Smith advised the committee that the district will work on and finalize the FY27 Capital Plan. He noted that they will have this ready for budget discussions by the December meeting. The Committee asked if all the needs from the safety audit plan would be included in the Capital Plan. Superintendent Smith indicated a few needs that were being addressed:
 - i. Vestibules for the Elementary Schools
 - ii. Ballistic Film for all Ground Level Windows in all Schools
 - iii. Separate Knox Box for Police and Fire for each school
- B. Facilities

- a. Food Service Van - Superintendent Smith requested the approval to purchase a second Van that was indicated in the FY26 Capital Plan for the Food Service Department. The committee discussed and agreed that the funds for the van should be taken from the Food Service reserve fund. The committee will recommend this to the full board.
 - b. HVAC Air Testing - Superintendent Smith discussed with the committee about the HVAC Testing requirements from the State of CT. He presented the dates to conduct the required testing which is July 1, 2026 - June 30, 2031. The district will be required to test 20% of their buildings per year, which would be one school per year for RSD17. The testing at this time has a cost of \$23,400. The committee has agreed to wait until FY27 to have the testing completed in order to budget for the cost. The committee discussed completing both BES and KES the FY27 cycle.
- C. Technology
 - a. Full Inventory of all Hardware (ie: View/Smartboards, Chromebooks, Desktops) - Superintendent Smith advised the committee that the Director of Technology is aware that a full inventory is needed and will present a complete presentation as soon as possible to the committee and full board. He also noted that he would like to keep the Technology consultant on once a month once their current contract is completed to help keep the momentum going.
- D. FF&E Project Update - Superintendent Smith updated the committee on the FF&E Antonozzi discussion. He spoke about a discussion with Antonozzi and that they came to an agreement on splitting the cost of the work done. The committee inquired on whether the district would be able to obtain and own the plans and any other work that was done by Antonozzi.

2. **Report on Facility Walk-through for Start of School**

Director Asetta reported to the committee that the walk-through went well and found no issues.

3. **Facilities Update**

- A. Emergency needs - There are no emergency needs reported at this time.
- B. Facility Needs
 - a. BES (district) Door Fobs - The new Door Fobs are completed at the cost of \$7,280.
 - b. Whitehouse Basement - The Basement has been remediated. The next steps will be fixing the ceiling leaks.
 - c. White Barn - The barn is still fenced off for safety reasons. The State of CT has indicated that due to the historical makeup of the roof of the building, they are asking the barn not be demolished. They also indicated there are grants that would allow the restoration of the barn to be equal to the cost of demolishing. The State will be sending an Inspector to give a final determination.
- C. Technology Needs

- a. Raptor Visitor Software - The software has been installed at all Schools
- b. Anti-Virus - The update is complete and working
- c. New Servers - PowerSchool Migration - The migration is still in progress
- D. Security Needs -
 - a. Vape Detector installation is in progress. Superintendent Smith let the committee know that new wiring had to be installed for the detectors to work. The cost of the installation will be \$13,000. The district is waiting for a final quote.
 - b. Superintendent Smith let the committee know the district is waiting on final quotes to install the Ballistic Window film at BES, KES and HKIMS.

4. **Upcoming Agenda Items**

- A. Update on Transportation Contract
- B. Update on Capital and Technology Plans

5. **Adjournment**

- A. Meeting adjourned at 6:40pm