

GROTON BOARD OF EDUCATION  
FINANCE/FACILITIES COMMITTEE  
SPECIAL MEETING MINUTES  
DECEMBER 1, 2025 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11/HYBRID

**Members Present:** Dean Antipas, Jennifer White

**Members Absent:** Jay Weitlauf

**Also Present:** Susan Austin, Rita Parciak, Sam Kilpatrick, Beverly Washington

Chairperson Antipas called the meeting to order at 6:16 p.m.

1. Review November 5, 2025 Meeting Minutes - The committee reviewed the minutes; no corrections were submitted.
2. Director of Finance Report
  - Debt Collection Agency - Rita Parciak stated that she reached out to CASBO members regarding the lunch debt issue and most of them said that they've never been able to get a debt collection agency as it's a tedious process. She reported that we would have to pay the debt before hiring a debt collection agency. Beverly Washington said that this subject was talked about at a LEARN meeting; Patrice McCarthy, executive director of CAFE, said hiring a collection agency was not a good idea.
  - 500 & 600 Series - Rita Parciak reviewed the top 10 vendor payments of the 500 & 600 Series with the committee. Susan Austin stated that a lot of the payments were for transportation. Mrs. Parciak stated that she anticipates a 3% to 5% increase in tuition payments next year.
  - Audit Update - Susan Austin shared that they have been meeting regularly with the Town's finance team regarding the audit. The town has been given an extension to complete all recommendations by January 2026; our goal is to have it completed by December 2025. Superintendent Austin stated that they have responded to the Town Council's questions regarding the operational review.
  - FY26 Budget Requests - Rita Parciak has received FY26 budget requests from the schools; percentage increases have not yet been determined.
  - MDG - Rita Parciak will be speaking with MDG this week as they have set the renewal rates.
  - Employee Efficiency Program - Rita Parciak holds annual reviews with staff and gives them a goal each year to create their own employee efficiency report as part of their annual evaluation. The committee discussed the option of setting up a reward system for staff who come up with efficiencies.
3. Director of Buildings & Grounds Report
  - Robotics Storage Container - Sam Kilpatrick reported that the robotics storage container is scheduled to be delivered tomorrow and will be located in the parking lot between the high school and middle school by the artificial field.
  - Vehicle Inspection - Sam Kilpatrick said that two of our vans were deemed not roadworthy by the head mechanic and are not repairable. We are actually short three vehicles. He will create a vehicle replacement document and share it with the Board.

3. Director of Buildings & Grounds Report (Cont'd)

- Maintenance Tracker – Sam Kilpatrick reviewed items on the attached maintenance tracker, which includes a facilities needs list.
- Windows in the FHS Vintage Wing - Sam Kilpatrick stated that he will put in a CIP next year for replacement of the windows facing the courtyard. The exterior caulking of the windows is very likely to contain asbestos, due to the age of the windows. They will need to be tested; if asbestos is present, an asbestos abatement project will need to take place.
- Update re: Mary Morrisson Cleanup - In response to a question regarding utilizing current staff to cleanup Mary Morrisson, Superintendent Austin stated if we have the staff, they will be utilized; however, if outside help is needed, we have a \$600,000 grant that covers construction and maintenance. She stated that the bulk of cleaning out Mary Morrisson has been completed.
- Update re: Charles Barnum Roof - Sam Kilpatrick stated that they have to the tenth of this month to submit the application to the state for approval.
- State Mandate for Electric Buses by 2030 - Sam Kilpatrick stated that there is not enough time to produce the number of buses needed for Groton's bus fleet by 2030. Also, infrastructure is a concern; it will require a lot of power and the property owner that the bus garage is on is not willing to cover the cost. Grants may be needed. Superintendent Austin stated that Griswold received a grant over two years ago and they are still waiting to receive electric buses.

4. Review Referral Tracking Sheet - Mrs. Washington stated that she would like to see a facilities plan broken down by four months containing what will be done in each month of the plan.

The meeting adjourned at 8:06 p.m.

Priority	FHS	GMS	CB	CK	MRMS	NEA	TRMS
1	Gender Neutral Bathroom locks across from Main Office & doors on bathroom stalls. <b>Moved to inner office lavatories.</b>	<a href="#">See List</a>	<a href="#">See List</a>	Electrical outlet & tech drop for copy machine. <b>Completed</b>	Large Storage Container for ABA and Preschool equipment. <b>Need to determine funding source.</b>	Label our windows with numbers for first responders. <b>In progress, getting quotes.</b>	Furniture -30 upper grades student desks and chairs & 1 teacher desk – ideally matching the current furniture. <b>Desks on hand do not match TRMS furniture. Can deliver used desks from closed buildings.</b>
2	Exterior Doors in Vintage area are rotted (Across from bank, Exit near the tennis courts). <b>Temp repairs completed. Estimated \$20-30K for replacement of doors with frames.</b> We can still see the outside from these doors as the holes are getting larger also allowing animals into the building. (12/3/2025)	Exterior doors - two sets of doors are not fully automatically latching and handicap buttons not working. <b>Completed</b>		Wall in Office. <b>In the queue</b>	Lock for the "E by the Sea" art space on the playground.	Second badge reader/opening mechanism inside the main entrance for a second layer of security. Can enter the main office into first floor. <b>Completed</b>	Protective Film for the windows a. Priorities windows: i. Loading dock doors ii. Preschool entrance door iii. Nurse's windows iv. Cafeteria windows v. Bridge entrance doors <b>Maintenance Coordinator soliciting quotes.</b>
3	Handicap Compliance near fields for bathroom at football field and access to stands. <b>Field Task Force.</b>	windows-shattered glass on exterior pane of out OP/PT room. <b>Repaired Oct '24.</b>		Wall in music room. <b>In the queue</b>	Shelving for the gym storage area. (At least 4 more, wide shelving for storage). <b>Site budget to purchase, B&amp;G to install.</b>	Brush clearing around the reces fence perimeter. <b>Completed</b>	Promethean board for Special Education classroom. <b>IT Dept to purchase, B&amp;G to install upon receipt.</b>
4	Signage - School Safety - Campus is closed to the public during school hours plus signs to direct to fields, etc. <b>No Trespassing signs, in queue.</b>	Shatterproof & tinting of windows in SEAL Acadent rooms. Students pull down shades/curtains <b>Response: completed 2/11/25</b>		Clear poison ivy along playground fences - both upper and lower			Sink Facet - 2 in Boys bathroom 3rd floor (organe); 1 sink facet boys bathroom main floor (blue)
5	Clean up the School Grounds - Courtyards in middle and next to library & exterior sidewalks. <b>On Groundskeeper's schedule.</b>	2nd floor hallway bottleneck <b>Response: Estimate from SLAM of \$10,000.00 to begin archetctural plans.</b>		Roof leaks in hallway just outside back media center door, hallway outside nurse's office			
6	Light on American Flag so it does not have to be taken down each night? <b>Custodian to bring flags in nightly.</b>			Kindergarten gate broken			
7	Gate to close car access to the field house. <b>Coaches need to lock upon departure.</b>			Clean upper windows in foyer outside and inside			
8	Finish Phase 2 of 2007 Renovation for Vintage Wing (In our NEASC Report) <b>Need copy of report.</b>						
9	Field Upgrades. <b>Field Task Force</b>						
10	Permanent Handicap Compliance near fields for bathroom at football field and access to stands. <b>Field Task Force</b>						
11	Handicap access to the Library Pit. <b>Manual lift available.</b>						
12	Traffic Flow design for busses, parent drop-off and student/staff parking. <b>Completed.</b>						