

**REGULAR MEETING – FACILITIES AND TECHNOLOGY COMMITTEE**

**Litchfield Board of Education**

**Monday, December 19, 2011, Central Office Conference Room, 6:30 p.m.**

A regular meeting of the Litchfield Board of Education Facilities and Technology Committee was held on Monday, December 19, 2011 at 6:30 p.m. in the Central Office Conference Room.

Members Present: Mr. Bongiorno (chair), Mr. Falcetti and Mr. Shuhi.

Also Present: Dr. Wheeler, Mr. Crowe, Mr. Simone, Mr. Buccitelli, Mr. Paul, Mr. Healy, Ms. Fabbri, Mr. Katzin and Ms. Cook (7:46 P.M.).

MOTION made by Mr. Shuhi and seconded by Mr. Falcetti: to approve the minutes of the November 21, 2011 regular meeting.

MOTION carried. All votes were in the affirmative. Mr. Bongiorno abstained.

**Communications** - none

**Public Comment** – none

**Old Business**

- a. Maintenance: Reviewed history of past six years; boiler down at L.H.S. since April, could be unusual failure, discussed process that would be involved, money came from painting budget, tubes to be delivered, Center School sidewalks contracted out, kitchen heat, \$3,000K, not part of budget, out to bid but monies are not in budget and will go to Selectmen, driveway gate at L.I.S., made but not installed; tennis courts are bid, money to be requested from Capital Budget, approval received from Inland Wetlands, funds will be requested; window shades will be pay as you go, town is looking to make changes in use of Capital funds.

Building & Maintenance Agreement: Discussed process to work on a heating system, relationship between personnel seems to be good, discussed responsibilities of Board of Education and Town in the agreement using specific items, discussed tractor use by custodial staff for fields, trash dumpster, to unload trucks, discussed if tractor is safe to use, Public Works says tractor is not safe to use.

Discussed internal work orders (schools).

Leftover Projects: Door leak near Science wing at L.H.S.; café at L.I.S. leaks due to concrete pitch; windows not put in properly and warrantee has expired; walkway into L.H.S. is being discussed with Architect.

Must consider minimum budget requirement in going forward on the agreement, also must consider budgeting process by Board of Education and Town of Litchfield.

Discussed the process of repairing L.I.S. stairs which was paid for by the Board of Education. There was money in Capital for this project.

Discussed removal of roof snow; removing Center School mold; reviewed projects taken care of by the Town of Litchfield Public Works in the past.

Discussed savings by the agreement thru budgeting, improving efficiencies, combine contracts, there is not a plan for staff reductions.

Planning is a key component of an agreement as well as good communications.

80-90% of work by Board of Education is cleaning and is planned out.

School system explained their understandings of projects that were being disputed.

The agreement needs to have a process that is to be followed in order to make the agreement work properly for the Town and the school system.

Building Project caused loss of storage space, need a maintenance building, Capital has denied this request.

An agreement for town takeover of all maintenance functions can be made with escape clauses.

John Bongiorno, Chairman, made the following suggestions for a possible future agreement with the Town of Litchfield:

- a. Petition the State of Connecticut for a waiver for the minimum budget requirement. We need to have a basic understanding of the rules and guidelines around any proposed agreement.

- b. We need to get the process in place now to function, more fluidly and have a measurable way to keep and check results. Putting in place some sort of Priority System if there is not one already and meeting the goals associated with that system (Priority #1, #2, #3, #4). Having this process worked out in advance will allow for a better understanding of feasibility and its overall savings to the townspeople, Board of Education and Town.
- c. If an agreement is ever implemented to give the maintenance to the town, ensure that the process and methods are clear and concise so that regardless of who sits in these respective chairs the process will work and the satisfaction level will remain positive.
- d. A custodian will remain in each school during the school day as part of any proposed agreement. Duties to be determined.
- e. A quarterly review would take place at a minimum between the Town and the Administration and if necessary this Sub-Committee, to review performance, adjust process if necessary and maintain the highest level of service possible for all parties.
- f. A “3 year” escape clause would be placed into the agreement triggered at the 2/2.5 year mark if this agreement is found to be detrimental or has not worked out in accordance with the State Statute and the laws governing Boards of Education and their responsibility to maintain school buildings at the highest levels.

Committee members discussed their view points on how the agreement worked in the past.

### **New Business**

- a. V-Brick: Cost of Agreement was presented, now have a \$5,200 service agreement yearly, cost of \$130,000 came through the Building Project, \$3,980 in repairs this year, lightning strike repairs paid by insurance (\$5,289.50).
- b. L.H.S. Screen Fencing: Chain link fence to “cover” outside storage area, delay until a request for a storage building is reviewed by Capital Committee.
- c. Vehicle: Maintenance bill of \$3,121.29

**Technology Update** – none. Chair will meet with Ms. Longobucco.

### **Future Agenda Items**

- a. Budget
- b. V-Brick

MOTION made by Mr. Falcetti and seconded by Mr. Shuhi: to adjourn the meeting at 8:50 p.m.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully Submitted  
Donald R. Falcetti  
Board of Education