

BUDGET / FACILITIES SUBCOMMITTEE MEETING

MINUTES

Monday, November 18, 2013

Mt. Hope High School

Present

Subcommittee: Susan Rancourt, Chair, Marjorie McBride

School Committee, Administration and Staff: Karen Lynch and John Saviano, Melinda Thies, Mario Andrade, Pauline Silva, George Simmons and Christy Belisle

Guests: Gerald Mederos and Lane Sparkman

Absent: Paul Silva

Susan Rancourt, Chair, called the meeting to order at 6:02 PM.

Susan R. announced to accommodate guests that would be presenting, the order of the agenda would be rearranged.

Approval of Minutes

MOTION: Mrs. McBride made a motion to approve the minutes of the October 21, 2013 and November 12, 2013 meetings; seconded by Mrs. Rancourt. The motion passed unanimously.

Bristol 4th of July Committee Proposal

Gerald Mederos distributed the proposed plans for the gate modifications at Mt. Hope High School. He explained that due to new Homeland Security requirements, the police department informed the 4th of July Committee that beginning next year baggage checks will be done for spectators at the Drum and Bugle Corp. event which will require two separate entrances; one for the Drum and Bugle Corp. and the other for the spectators. Gerald M. described the proposed changes which would include extending the opening of the existing gate which will require the removal of a post as well as eliminating a three foot section from the other gate to make into two separate gates.

Christy B. asked if the gate on the opposite side of the bleachers could be used. Gerald M. responded it could not be used because the area is too wet; heavy trucks and trailers would get stuck. Marj M. asked if spectators would be walking on the track. Gerald M. responded the spectators will not have access to the track. Marj M. asked if the gate where community members can enter to walk on the track in the morning will be affected. Gerald M. responded, “no, it would not”. Marj M. asked who would be paying for this project. Gerald M. responded the 4th of July Committee will be funding. Marj

M. asked if there would be any impact to the school or athletic program as a result of these changes. George S. responded if the gate remains locked, there will be no impact. Christy B. expressed concern that the locks on the gates tend to get stolen and replacements purchased. Marj M. added this will become costly.

Gerald M. also mentioned putting in a temporary snow fence to block access from between the two gates to prevent pedestrian activity.

Christy B. asked if the 4th of July Committee has reviewed their plans with the Fire Marshall expressing concern that the gate is used for ambulance access. Gerald M. stated there would still be ambulance access. He was told the proposal needed to go before the School Committee. Pauline S. commented once approved by the School Committee, the next step would be to obtain the Fire Chief's approval.

Christy B. wanted to ensure these modifications would not weaken the fence. George S. responded that it would not.

George S. requested to be present at the site when the project begins.

Melinda T. asked if the work on the fields would impact drainage or construction. George S. responded it will allow larger vehicles to enter the area.

Marj M. would like the proposal and work details available for the School Department's records. Gerald M. will need to talk to Bob about this project.

MOTION: Marj M. made a motion to approve the 4th of July Committee MHHS Gate Modification Proposal pending all Town approvals; seconded by Susan R. The motion passed unanimously.

KMS Outdoor Area Final Update

Lane Sparkman reported that the KMS Outdoor Area project is 98% complete. The pavers have been placed along with the benches; the trees have been planted. She stated that thank you notes with tax receipts have been mailed to all donors. She commended the staff of KMS as well as George S. for their terrific cooperation. The Bristol and Warren papers printed an article thanking those involved. There will be a Ribbon Cutting Ceremony on Friday, November 22 at 10:30 a.m. Lane S. publicly thanked Kim Aguiar for promoting the project on the District website.

Lane S. stated that the basketball hoop still needs to be installed. She asked George S. if that could be done this week. Lane S. reported that Jeff Howlett has access to funds for purchasing the extra picnic table which was part of the original plan. There are plans to make the cones look nicer by painting over the orange with black. If that doesn't work, new smaller cones that are more aesthetically

pleasing will be purchased. Jeff H. will continue watering the trees. Plans changed slightly concerning the mulch which was supposed to come from Bristol initially. Instead, Warren Town compost was placed over the dry ground and then the Bristol Town mulch was placed over the top of that. The hope is this will degrade quickly and turn to soil creating a better chance for grass to grow once it is planted.

Lane S. stated she went to the Warren Tree Commission to personally thank them for the donation of trees. George S. responded those trees have already been planted along the auditorium wall on the parking lot side.

Lane S. stated that the total cost of the project was \$37,844, two-thirds of which was donated. Lane S. gave a big thank you to Ensley Ramsey and Bob Rocchio. Susan R. stated the project was a truly incredible feat. Lane S. thanked the School Committee and Administration. She added there were student volunteers from every school in the District. Marj M. asked if a thank you letter should be sent from the Administration on school letterhead to those who provided trees. George S. agreed this would be a good idea. Marj M. would also like to ensure the Warren Tree Commission is recognized publicly at the ribbon cutting.

New Business

ADWC Equipment Upgrade

Susan R. reported the KMS Wellness Center has received \$10,000 in new equipment. The circuit currently in use was not well suited for the middle school. Susan R. stated after two years of searching for equipment that would be age appropriate for the middle school kids, she found one which was recommended as leading equipment for children. Susan R. stated she will check to be sure the new unit is in good shape. The old equipment will be removed when the new is installed. Susan R. stated she will work with Beth H. and George S. regarding timing of installation. She added that the Dodge Ball Fundraiser was a lot of fun and helped to fund this equipment.

ACTION: Approve Bid for Guiteras Elementary School Doors

ACTION: Approve Bid for KMS Elementary School Doors

Pauline S. presented the bids for Guiteras Elementary School Doors and KMS Elementary School Doors. Each received four bids. The Guiteras School Doors had a low bid of \$19,534.00 from Nadeau. Pauline S. stated a letter was received from Nadeau on November 8th the day after the opening of the bids which stated they had made a mathematical computational error which amount would have added to the KMS bid and subtracted from the Guiteras bid. Pauline S. stated the next lowest bidder for both schools was M&J Construction. George S. stated he has called M&J Construction on three separate occasions to find out whether they have experience working in a school environment. Maron Construction also provided a bid amount and is the company currently being used for the High School project.

Martone Painting provided a bid as well. Martone Painting has been used by the District for the windows project at the high school. Melinda T. stated due to the historic nature of Guiteras, the project requires more alignment to the architectural features. Marj M. expressed concern that there is a \$12,000 difference between the bids of M&J and Maron. She asked if the work could actually be done in the lower price range. Mario A. responded to her point that if Nadeau had submitted their correct bid amount, they would have aligned with the others. Pauline S. stated there are bid bonds which guarantee the work be completed for the bid price.

George S. is recommending M&J Construction as long as in the interim he can complete his research on whether this company has been involved in work within a school environment, and to obtain information about their recent projects. Susan R. asked if materials must be approved before the bidding process. George S. responded “yes”. He stated in order to get housing funds, projects must follow CHPs requirements which work toward saving the environment. He gave an example stating if materials were ordered from Georgia, CHPs would require that a local company be found instead in order to reduce trucking of those items thereby protecting the atmosphere. George S. stated they require use of recycled materials.

Susan R. brought forward a concern that Bill O. expressed of whether there would be cameras on the second set of doors at KMS. George S. stated there will be a camera on the second set of doors. The wire

is already in place, and he is waiting for construction to begin before placing the camera.

MOTION: Marj M. made a motion that the bid for the doors at Guiteras Elementary School be awarded to M&J Construction pending background information and that it be moved forward for a School Committee vote; seconded by Susan R. The motion passed unanimously.

MOTION: Marj M. made a motion that the bid for the doors at Kickemuit Middle School be awarded to M&J Construction pending background information and move forward for a School Committee vote; seconded by Susan R. The motion passed unanimously.

ACtION: Snow and Sand Removal Bid

Pauline S. reported there was only one bidder for Snow & Sand Removal which was MJ Construction who is the current vendor. The bid amount is the same currently being paid by the District which is \$395.00 for 2-6” of snow; \$595.00 for 7-10” of snow and \$795.00 for 10” or above. This bid contract would be for the Warren schools.

MOTION: Marj M. made a motion to approve the bid for Snow & Sand Removal to MJ Construction and move forward for a School Committee vote; seconded by Susan R. The motion passed unanimously.

Joint Finance Committee Update

Pauline S. will be meeting on Wednesday with the Bristol and Warren Town Treasurers. Susan R. asked whether the Subcommittee would like to move forward with inviting the JFC members to the Budget Subcommittee meetings. All agreed that if the scheduled meetings of the JFC continue, that should be sufficient. Pauline S. stated she will have the data requested from the JFC ready for their next meeting on December 11th.

Subcommittees of the School Committee Policy (BCE-R) Review

Marj M. stated she had no concerns after reviewing. She did comment concerning the second to last bullet which states the Subcommittee will periodically review the inspection reports and report to the board annually stating this currently is not being done. Melinda T. responded that summer projects are discussed during subcommittee meetings which would satisfy some of that. Code violations are also reviewed with George S., but haven't been reported to the full School Committee. Marj M. requested to craft the language in a better way. All agreed to change the phrase "will periodically review" to "may periodically review".

Old Business

MHHS Summer Project Update

George S. reported the projects are 95% complete. He said the only hold up involves six doors that were ordered in the wrong size.

These doors are interior doors that lead to the stairwells. Replacements have been ordered, and George S. is waiting for delivery. He does not have a delivery date at this time. Susan R. suggested keeping this item on the agenda until the project is 100% complete.

Field Maintenance Update

Melinda T. stated Walter Burke contacted her Friday requesting her presence at a reception with the Governor at the Town Beach area. She was unable to attend and asked George S. to go. During that conversation, Walter B. told Melinda T. he had made a mistake in regard to the grant application amount and instead of it being \$400,000 it was actually \$800,000. Melinda T. stated that the School Committee only voted for the \$400,000 amount with a \$200,000 reimbursement. Walter B. shared with Melinda T. that he is looking at the project now as the fields belonging to the School Department, but the Town's water comes through those fields. He is going to reach out to the Town Administrators to be a part of the matching funding if we choose to move forward with the larger sum. Melinda T. stated this would now be an up front payment of \$800,000 and her understanding is that the School Department would pay \$400,000 up front and the Town would be responsible for the remaining \$400,000. Melinda T. stated it would be imperative to have in writing the Town's partnership with the School Department. Susan R. expressed concern that it is not known how far the money will take the project. She said the engineers should be consulted to find out exactly what

\$400,000 and \$800,000 would accomplish. Melinda T. added it is important to know how this plan will impact student's ability to play on the fields. She would like this information in writing as well. George S. repeated Walter B. words from the last Budget Subcommittee Meeting where he stated that the fields will be open for all of the children and they will be more than welcome to use the fields at any time.

George S. clarified that the up front money is part of the amount which would be paid to Par Engineering. Melinda T. added that part of the design is from the George Gifford Group. Marj M. stated it was made clear originally that the project belongs to the Town. Susan R. said it would make sense that the School Department would have some say in how the project proceeds. George S. commented that although Par Engineering is not familiar with the School Department's plans, they are familiar with the project as a whole. George S. stated he has no issues with Par Engineering. Melinda T. stated it would be important to broker out of the \$800,000 what the Town would be responsible for frontloading. She would like to see an acknowledgement that the School Department will be reimbursed for \$200,000. Mario A. clarified if the reimbursement is outside of the yearly budget, than the \$200,000 won't be part of the 2% of the following year's project. Melinda T. responded she did not interpret it that way.

Susan R. suggested that Melinda T. and George S. speak with Walter

B. about defining an MOA to include phase details and then report back to the Budget Subcommittee for review. Melinda T. added it will be important to include as part of the MOA additional details regarding the value of the \$800,000 in terms of the project asking “How far along will \$800,000 move the project?” “Is there a plan in place that students will have fields to play on?” Melinda T. stated that the date for the grant request is December 15th.

Pauline S. brought up a concern if Par Engineering does the analysis of the \$800,000 and determines that will take the project to Dartmouth Street, but then it comes back to the School Department that Phase 1 needs to be from the Golf Course to Dartmouth Street, would the School Department be on the books for that extent. Melinda T. responded this was a good point and it is vague in terms of the scope of the entire project. Pauline S. stated that in addition to Silver Creek, Elbow Creek and another creek that are at a subterranean level are involved. Both SMMA Engineers and the Gifford Group stated until Elbow Creek and the other creek are fixed, nothing will be accomplished to correct the problem.

Melinda T. stated this grant gives a good opportunity, but more information is needed before that kind of commitment can be made. She reiterated that the additional information needs to be part of the MOA.

Karen L. stated she is concerned about working in an area that is not

high school property. She commented that she voted for the project initially because it was her understanding that the work would begin at the golf course which would help with drainage and the building. Marj M. commented that Walter B. specifically stated the work would begin at the highest corner and then work down. John S. stated he would not have voted for this grant request if he realized it was going to be \$800,000. George S. clarified that the Gifford Design group provides landscape design. They are involved in the water that is being removed from the property. Gifford Design will draft plans to displace the water. Par Engineering will work to stop the water from infiltrating. George S. clarified that Par Engineering won't be designing our fields and Gifford Design Group won't be designing water relocation. Melinda T. commented the \$400,000 might go toward the water entry point which would accomplish the objective. George S. stated the water coming from Silver Creek is not the problem; it is that the fields don't drain. He said it has nothing to do with infiltration. The problem is because when it rains, the water stays.

Guiteras Field Update

George S. reported the surveyor has this project on the docket. Halley Beckman will notify George S. when they are ready to move forward. Karen L. asked what would happen if this project is not complete by the Fall. George S. said they intend to start the project this summer allowing students to use the field to play on this coming year.

FY14 Budget Update

Pauline S. stated the FY14 budget is well underway with nothing significant to report at this time.

Marj M. asked if moving to affordable healthcare is impacting the District. Pauline S. responded it has the potential to. The current practice for use of part-time employees will need to be changed, specifically subs. This has already been implemented with COZ where employees cannot work over 30 hours. Pauline S. stated negotiated plans do not have to be offered, but a basic plan must be offered. The Government has outlined a plan of what this should look like. The plan must cover certain levels of care and can't exceed 9 ½% of the employee's AGI. The regulations are still being written and challenged. The employer does not have the right to certify family income at this time. Pauline S. reiterated the number one way around this is to limit people from working 30 hours a week. Admin has made a policy that this will not be done with long-term subs as it would affect the quality of education. Pauline S. stated it is also important to do what is in the best interest of the fiscal health of the District. Melinda T. stated the District would incur a penalty if a "Cadillac Plan" is offered.

FY15 Budget Update

Pauline S. stated there was nothing new to report.

Tutoring Proctor Update

Mario A. stated different models and protocols at the high school level were being looked at. The plan that will be offered will have two hour time segments for three days a week with an additional eight hours for supervisory. Students will have a choice of how hours are divided. The cost was figured considering 25 weeks which comes out to approximately \$13,000. Mario A. reported there is money available in the Extended Day Program budget that is not being utilized which can be tapped into for this plan. He added there will be no additional cost to run this program. Mario A. stated there will be two separate programs which will include an accountability piece and tutoring piece. A form will be used for the student to complete which has questions such as, “Why are you failing?”; “What didn’t you complete?” “Did you attend for the week?” Also included on the form will be a weekly sign-off which will begin with the teacher and move through the guidance counselor, coach, Athletic Director, Activity Director, Advisory Teacher and then back to the classroom teacher. Mario A. stated the teacher must identify why the student is in the tutoring program. Karen L. asked if there was an hourly sign-in. Mario A. responded that could be included on the form.

(George S. departed at 7:24 p.m.)

Marj M. commented that the onus should be on the child to complete school work, not the teacher. Melinda T. commented behaviors shouldn’t fall on the proctor. Students should not have to be

reminded often while in a tutoring session. Mario A. stated there will be a supervisor and two tutors. Karen L. asked if two tutors would be enough. Mario A. responded they are in the beginning stages. Karen L. said she feels this is a good start and would like to re-evaluate in six months, specifically, manpower.

Mario A. stated the kids who participate in extra-curricular activities are usually highly motivated and coachable. He believes when these students are told what to do, they will complete the work. The program is looking to identify skills and classwork that need to be improved. After four weeks, the students will be eligible again to participate in extra-curricular activities.

Melinda T. stated this program is in the testing phase. She commented that an administrator will be needed to track students in order to avoid the previous problem. A pool of tutors will also be necessary to provide content. Marj M. suggested posting hours for the National Honor Society students to choose from to help with this program. Melinda T. agreed that peer mentoring is a great resource. Mario A. stated that winter is a good time for National Honor Society students to help out as many practices are earlier in the school day leaving more flexible schedules. Melinda T. commented that these students, as part of their service hour requirements, can donate their time.

DECA Stipend Update

Pauline S. recommended \$1000 to \$1500 for the DECA Stipend. She stated one advisor would receive the full amount; two advisors would split the amount. Melinda T. distributed an overview listing responsibilities of DECA Advisors. Responsibilities include meeting weekly with students, preparing students for monthly state meetings as well as state competitions and national competitions. The MHHS Chapter currently has 25 members. A \$1500 stipend amount was agreed upon by all.

MOTION: Marj M. made a motion to approve a DECA Stipend amount of \$1500 to be moved to the full School Committee for a vote; seconded by Susan R. The motion passed unanimously.

Next Meeting – December 16, 2013

Marj M. expressed concern about a hole in front of the Oliver Administration Building that was created when a tree was removed. She has stepped into it and knows of several employees who have as well. Marj M. stated that George S. has contacted the Town, but nothing has been done to date. She commented that George S. stated he would do the work if the Town does not. Marj M. would like to ensure there is follow-up.

Adjournment:

MOTION: At 7:42 p.m. Marj M. made a motion to adjourn the meeting; Susan R. seconded. The motion passed unanimously.

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