

Newtown Board of Education  
CFF/CIP/Facilities/Finance Sub-Committee Minutes  
April 7, 2022  
3 Primrose Street,  
Newtown, CT 06470

**CALL TO ORDER:** Mrs. Larkin called the meeting to order 6:00 p.m.

**Participants:** Jennifer Larkin, Deborra Zukowski, Don Ramsey, Bob Gerbert, Tanja Vadas, Dr. Lorrie Rodrigue

**Item 1 Approval of CFF/CIP Minutes of March 10, 2022**

Ms. Zukowski made a motion to approve the minutes of March 10, 2022. Mr. Ramsey seconds the motion. All in favor.

**OLD BUSINESS**

**Update on Transportation Bid**

Mrs. Vadas talked about the timeline of the transportation RFP (Request For Proposal). Dr. Rodrigue and Mrs. Vadas invited legal counsel to have a meeting to discuss the RFP strategy with All-Star. Mrs. Vadas talked about the current credit of \$148K which was projected from January through June of the buses that have not run all year.

Mrs. Larkin asked if we have collected any of that amount. Mrs. Vadas stated she would be collecting some of that soon.

Mrs. Larkin asked about the 9 buses that have not run and what the difference was with 'parked' buses. Dr. Rodrigue stated the 9 buses were pulled out prior to the start of the school year. She said we are not down 9 buses every day because they are not picking kids up. She said we re-routed students. She said the 'parked' buses are completely different because 'parked' means that a driver calls in and cannot make the am or pm routes.

Mrs. Larkin asked if the RFP for next year includes the 9 routes. Mrs. Vadas stated yes, and we did not take any routes out. Mrs. Larkin then asked if we are getting by without these 9 buses and if we need them for next year. Dr. Rodrigue stated we are not getting by. The re-routing was because parents were surveyed and results showed they were going to drive their kids to schools due to the pandemic.

The committee continued the discussion regarding the legal issues.

Mrs. Vadas stated with the \$148K coming in she has already earmarked \$85K for the i-Ready program.

### **Update on Food Service Bid**

Mrs. Vadas gave an update as to where we are with the Food Service contract. On March 24<sup>th</sup> we had a mandatory pre-walk through at 4 of the schools. We had 3 vendors come for this. Whitsons, Chartwells and Sodexo.

She stated the only food service company that submitted questions was Chartwells. She indicated she reached out to Sodexo but they have not respond back.

She then explained the remaining timeline of events to get to the point where we will recommend a vendor to the BOE after the state has approved our results of scoring.

Ms. Zukowski asked if the high school would stay on the NSLP (National School Lunch Program). Mrs. Vadas stated yes.

### **NEW BUSINESS**

#### **Financial Report**

Mrs. Vadas discussed the financial report to date. She said overall there was not much of a change but it is not complete. She stated as of now she is showing a (\$9K) change. She indicated she is seeing an increase in the salary balance which was mainly due to the non-certified staffing open positions and projections.

She indicated we still have not filled the Technology Network Specialist position.

Mrs. Larkin asked how risky is that in terms of having a backup in that department. Dr. Rodrigue stated this is a critical position and said a lot of districts have had to go to outside sources since there are not many candidates in this field.

Ms. Zukowski asked about the town having a network specialist and wondered if that position was open as well. Dr. Rodrigue stated the town does have a similar position and it is not open.

Ms. Zukowski asked if there was a way to lean on the town for additional support. Dr. Rodrigue stated the positions are very different.

Mrs. Vadas stated this open position was also bringing our salary balance upwards and would also create additional savings from not filling the position.

She then talked about the Purchasing Director's position and out of 17 applicants they interviewed two. They have additional candidates coming in next week.

Mr. Gerbert asked how much bidding do we have that the Board of Ed needs a purchasing agent.

Dr. Rodrigue stated the town relies on the purchasing agent more right now. Mrs. Vadas stated she would like for this position to become more involved with the educational side.

Mrs. Vadas stated our salary balance is over \$300K for the current year which is one of our biggest drivers right now. All other accounts collectively are down by over \$100K.

Mrs. Vadas said on employee benefits she has increased this line by \$60k for pensions. This is our defined contributions plan of the 401A. We have evaluated this account and based on projections we anticipate being over budget. We typically budget a year ahead and budget on current salaries at that time. New employees have to go on the defined 401A.

Ms. Zukowski asked if this is an opt-out program. Mr. Gerbert stated there was no choice given when he was hired.

Mrs. Vadas stated this is the time of year when she looks at benefits and makes adjustments.

Mrs. Vadas stated there was one emergency repair at the high school and is anticipating that this account will go over. Mr. Gerbert stated the repair was in one of the high school bathrooms in c-wing with deterioration within the pipe in the interior walls which lead to leaking pipes and the need for replacement. The total cost is about \$24K.

Mr. Ramsey asked when this would take place.

Mr. Gerbert stated this would be taken care of during spring break.

Mrs. Vadas stated she would be meeting with the SpEd Director to discuss her accounts as there are some balances left.

She will update the subcommittee with any large changes after spring break and before the Board meeting when the financial report is brought up for approval.

### **Review Building and Maintenance Needs**

Mr. Gerbert stated we have an HVAC service bid which went live for the high school and Reed. We are in the 3<sup>rd</sup> yr of 3 yrs with Grodsky who we have been very pleased with. He advertised in The Bee and sent out a communication blast to contractors as well. He said there will be a walk-thru. He stated the scope of services is the same.

Mrs. Larkin clarified that the contract is up for these two schools and that is why we are going out to bid. Mr. Gerbert confirmed that clarification. Mrs. Larkin also asked if this will be awarded this year. Mr. Gerbert stated our current contract is up on June 30<sup>th</sup>. We can put this on the calendar for this committee to recommend a vendor when the time comes as this will need board approval.

Ms. Zukowski asked if it would make sense to bring all the HVAC services together for one single bid and would that make a difference.

Mr. Gerbert stated we use Trane for the other schools and they have a cooperative purchasing program. Mr. Gerbert stated he wants to keep the bid with just the two schools; Newtown High School and Reed as the high school has 50 units and Reed is complex.

Mrs. Larkin asked what do we currently pay.

Mr. Gerbert stated the high school collectively is \$150K which is the biggest.

Ms. Zukowski asked what happens whenever a plan gets put in year 1. She said it might be we put out the concept that we are going to be re-visiting our maintenance plan, level fund it and next year we can think ahead so that year 1 does not change other than emergencies. She further said would it make sense then to have a CFF meeting to invite a delegate from the LC to get ahead of the budget and to see if we can make a level funding plan?

Mr. Gerbert stated he would be open to it. He stated in October he meets with school principals on priorities that they have. Priorities shift what is on the plan.

Ms. Zukowski stated we can finesse it more and differentiate our ongoing plan with needs for better communication.

Mrs. Larkin asked about any projects over the spring break.

Mr. Gerbert stated we have flooring at Reed, and island repair at the High School. He said the gym floor at HOM will be done over the summer.

### **Hawley HVAC Update**

Mr. Gerbert stated the big update is we have a project now. Public Bldg. & Site Committee had a meeting with the Board of Selectman. They discussed and got a final GMP guarantee maximum price from Downes which is \$7.9M. To get to this number we had to sacrifice the 1997 wing scope of work. He said there are 6 units existing in that part of the building which will remain in place and not be touched. There is an additional new unit that would go on the 97 upper roof and that is still in the project. He stated there is one room in the corner in the science room that will not have a/c. We can do something temporarily for that space. He said there are some contingencies built into the budget and once we get past some areas we may have some additional money which we can use to do those units.

Ms. Zukowski asked about the science room and getting a/c in there. Mr. Gerbert stated there is some duct work there where we can pick up that room.

Mrs. Larkin stated the narrative is that Hawley will be air conditioned. Mr. Gerbert stated yes.

Mrs. Larkin asked if they were expected to start on time. Mr. Gerbert stated yes and we are looking at the middle of June. He did say we have had some delays.

Dr. Rodrigue stated we have time.

Mrs. Larkin asked if we know of any of the supply chain issues that are affecting us globally which are impacting us.

Mr. Gerbert said there is a lot of long lead stuff but he is comfortable because we have the full year.

Dr. Rodrigue stated the beauty is we have the following summer or part of it as well before Hawley opens in the fall of 23.

Ms. Zukowski asked about this committee fitting in and being helpful and doing walk-thrus.

Mr. Gerbert stated there will be opportunities to do walk-thrus.

Ms. Zukowski said it might be good to do monthly read-outs at Board meetings.

Mr. Gerbert stated that would happen anyways at Public Bldg. & Site meetings.

Mr. Gerbert stated he could do the reports and would coordinate when that would happen.

**Public Participation:** none

**Adjournment:** Mr. Ramsey made a motion to adjourn meeting. Ms. Zukowski seconds the motion. All in favor. The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,  
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE  
CFF/CIP SUB COMMITTEE

Newtown Board of Education  
CFF/CIP/Facilities/Finance Sub-Committee Minutes  
March 10, 2022  
3 Primrose Street,  
Newtown, CT 06470

**Call to Order:** Mrs. Larkin called the meeting to order at 6:01 p.m.

**Participants:** Jennifer Larkin, Deborra Zukowski, Don Ramsey, Bob Gerbert, Tanja Vadas, Dr. Lorrie Rodrigue (called in)

**Item 1 Approval of CFF/CIP Minutes of January 13, 2022**

Ms. Zukowski made a motion to approve the minutes of January 13, 2022. Mr. Ramsey seconds the motion. All in favor.

**Item 2 CFF Roles and Responsibilities Description**

Ms. Zukowski made a motion to table the discussion of the CFF Roles and Responsibilities to let Mrs. Vadas discuss Item 4, Item 5, Item 6, and Item 7 of this agenda first. Mr. Ramsey seconds the motion. All in favor.

**Item 3 Town Inventory Group Update**

Ms. Zukowski made a motion to table the discussion of the Town Inventory Group Update to let Mrs. Vadas discuss Item 4, Item 5, Item 6, and Item 7 of this agenda first. Mr. Ramsey seconds the motion. All in Favor.

**Item 4 Financial Report**

Mrs. Vadas presented the financial report. She said we are looking at a new projected balance of \$232,130. She stated the majority of our movement was found in salaries. The Certified Salaries saw a change of \$36,573 with the majority of that with certified substitutes. She added that there are still about 13 positions that still have not been filled.

She stated that another big change came in with our Educational Assistants account. This is due to an encumbrance audit that happens every few months. We look at their remaining days and we calculate what they have not worked due to early dismissals as Paras are not required to work a full day. We adjusted about \$30k in encumbrances. This is normal and happens every year.

Another area was the nursing change. This was due to our nursing supervisor taking the new position of Director of Health and Wellness and moving a high school nurse to the Supervisor position which was all internal. She added there was a change in salaries which gave us a negative effect.

Mrs. Vadas stated the custodial account is stable. The balance of \$43K in the custodial account will be offset by overtime. This is due to employees on medical leave, storms that roll over into the weekend etc., so therefore we have spent a lot in overtime. She stated the forecast for the custodial overtime (balance of the year) will see a deficit of \$76K. However, this negative balance will be offset by the positive balance in custodial salaries.

Mr. Gerbert made a comment that we are now fully staffed in Facilities.

Mrs. Vadas stated another change was in the special services salaries. This was primarily found in our B.T's (Behavioral Therapists) which is not a Union but an hourly group of employees. We allocated \$5K more from the Excess Cost Grant and we had an additional resignation. Again due to the encumbrance audit we adjusted the days as they are hourly employees.

Mr. Ramsey asked about the difficulty of finding subs and if we have to pay teachers to cover those classes and if that exceeds the amount that you would pay the substitutes.

Mrs. Vadas stated teachers are on a different salary rate. Mr. Ramsey asked about increasing the amount for the subs. Dr. Rodrigue stated we raised the sub rate twice over the last 2 years. We went from \$91/day to \$100/day.

Mrs. Larkin asked if that helped. Dr. Rodrigue stated it was really related to the pandemic at the time. She said we did look at area towns and saw that we are in the middle and maybe even a bit higher in the sub rate. In our DRG we are doing okay. It is really more about the pandemic and that other towns saw and continue to see a reduction in staffing.

For Contracted Services, Mrs. Vadas stated transportation had a small change balance, increasing the year end projection. This was found in the out-of-district transportation accounts.

Mrs. Vadas stated there was also a change in our Out-of-District Tuition.

She stated the Excess Cost Grant had been adjusted at the State level. The estimated reimbursement rate came in at 81.98% which is the highest she has ever seen. However, the State's estimate was reduced by about \$80K from our January submission.

She said overall the total year end projected balance in other purchased services was reduced by only \$7,800.

Ms. Zukowski asked about oil and gas prices and if that was impacting our budget in any way.

Mrs. Vadas stated we are protected. We have contracts with the town for gas and diesel which we use very minimal amounts. Our gasoline contract runs through the end of December and the oil/diesel contract will expire in June of this year. We currently have a contract for propane (bus fuel) for 21-22. We have the ability to extend this contract for one year.

### **Item 5 Transportation Award**

The discussion centered around the issues with the lack of bus drivers, buses and how the pandemic has impacted our transportation. They also talked about the new transportation bid with All-Star being the only bidder. Ms. Zukowski made a recommendation to bring the transportation topic to the Board of Education for a full board discussion and recommendation with Board action. All were in favor.

Dr. Rodrigue left the meeting at 6:58 p.m

### **Item 6 Lunch Program Subcommittee**

Mrs. Vadas asked for two board members of this committee to be a member of the lunch program committee to evaluate and recommend to the Board a Food Service Management Company for the new contract which would begin on July 1, 2022. She explained the committee would review the bids and grade them based on criteria that the state has given us and score them. Mrs. Vadas would then analyze the score sheets and give the results back to the committee. At that time the committee would make a recommendation to the Board.

Mrs. Larkin and Mr. Ramsey volunteered to be a part of the lunch program committee.

### **Item 7 Activity Calendar**

Mrs. Vadas presented the activity calendar of the food service RFP (Request for Proposal) with the timeline of the process.

Mrs. Vadas left the meeting at 7:10p.m.

### **Item 3 Town Inventory Group Update**

Ms. Zukowski asked to move the town inventory group update off the table. Mr. Ramsey seconds. All in favor.

Mr. Gerbert presented an interactive database with an overview of the town inventory group that he is a member of. He said that this has been developing for over a year and was commissioned by Dan Rosenthal. He said they went around and catalogued town assets such as buildings, property, large equip etc. to know what kind of liabilities there are and the life cycles so we can try and predict when replacements etc., need to happen which will help prepare the budget process. Mr. Gerbert said the group came to a conclusion that they wanted assets that were going to be on the CIP such as roofs, mechanical equip, boilers, with higher dollar amounts. He added what we are trying to avoid is opinions and have more concrete evidence with what needs to be done and this database will help us get there. He stated Gram Clifford, an IT guru built the database. Mr. Gerbert went through the database and how it captures all materials and calculates real time. He stated everything is in one location now with this database.

Mr. Gerbert stated the way the database is built there is a search criteria which will help when we develop the CIP and build out our plan. Reports can be generated for presentations at meetings.

Ms. Zukowski asked how long it will take to get all of the data in and who will do this. Mr.

Gerbert stated there is someone who the Town has in mind to hire to do the data entry on this.

Ms. Zukowski asked how long it would take to get the data in. He added he thought a couple of months to get the schools information in and that it might take longer on the town side.

### **Item 2 CFF Roles and Responsibilities Description**

Ms. Zukowski asked to move the CFF Roles and Responsibilities Description off the table. Mr. Ramsey seconds. All in favor.

Ms. Zukowski stated this is really about this group being a part of the shepherding mechanism for the CIP projects and who would work with Mr. Gerbert per each different project and to also have the flexibility within this group to decide if we should have someone going to the meeting themselves and how much of a value there would be in having a Board of Education member attend.

Ms. Zukowski made a motion to append the following to the CIP Facilities Finance Committee Responsibilities; *Provide oversight to the BOE Capital Improvement Projects, working with the Director of Facilities and, as needed, the Town Public Building and Site and other Town comminssions.* Mr. Ramsey seconds the motion. All in favor.

**Public Participation:** none

**Adjournment:** Mr. Ramsey made a motion to adjourn meeting. Ms. Zukowski seconds. All in favor. The meeting was adjourned at 7:27 p.m.

Respectfully Submitted,  
Joanne Morris

THESE ARE DRAFTMINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE  
CFF/CIP SUB COMMITTEE

# A.1.1.2 - GUARANTEED MAXIMUM PRICE

HAWLEY ELEMENTARY SCHOOL  
EXHIBIT A - GMP - ATTACHMENT #01



3/31/2022

Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.

NUMBER	DESCRIPTION	Original Agreement Preconstruction Services	Bid Value	CONTRACTOR
015000	TEMPORARY FACILITIES AND CONTROLS		\$ 278,326	DOWNES
016000	FINAL CLEANING		\$ 43,870	ORISSA
024119	SELECTIVE DEMOLITION & ABATEMENT		\$ 644,000	BESTECH
033000	CAST-IN-PLACE CONCRETE		\$ 25,000	DOWNES
042000	UNIT MASONRY		\$ 162,800	DOWNES / MID-STATE
051200	STRUCTURAL STEEL		\$ 313,600	GENERAL WELDING
061000	ROUGH CARPENTRY		\$ 133,829	DOWNES
062000	FINISH CARPENTRY		\$ 31,844	DOWNES
063000	FLOOR PROTECTION		\$ 73,730	DOWNES
075500	MEMBRANE ROOFING		\$ 447,900	BARRETT
079200	JOINT SEALANTS		\$ w/trades	
081000	DOORS & HOLLOW METAL FRAMES		\$ 3,700	DOWNES
083113	ACCESS DOORS		w/23000	
089000	FIXED LOUVERS		w/23000	
090120	PLASTER RESTORATION		w/092100	
092100	GYPSUM BOARD ASSEMBLIES		\$ 266,008	CENTERLINE
095113	ACOUSTICAL PANEL CEILINGS		\$ 199,000	J&J ACOUSTICS
096513	RESILIENT BASE AND ACCESSORIES		w/ 096519	
096519	RESILIENT TILE FLOORING		\$ 22,568	DOWNES / R&B
099100	PAINTING AND FINISHING		\$ 89,100	PROFESSIONAL
210000	FIRE SUPPRESSION		w/ 23000	
220000	PLUMBING		w/23000	
230000	HVAC		\$ 3,422,000	MEGA
260000	ELECTRICAL		\$ 899,000	SHEA
284621.11	ADDRESSABLE FIRE-ALARM SYSTEMS		w/26000	
312000	EARTH MOVING		w/26000	
	<b>Cost Management/VE</b>			
VE #1a	ELIMINATE AREA A LOW ROOF RTUs 1-6		\$ (635,774)	
VE #2	EPDM in LIEU OF MODIFIED ROOFING AT DORMERS		\$ (3,360)	
VE #5b	REMOVE ROOF WALKWAYS AREA B		\$ (3,180)	
VE #5c	REMOVE ROOF WALKWAYS AREA A RTU-7 ONLY		\$ (990)	
VE #15B	ELIMINAT PAINTING AT CUPOLA LOUVERS		\$ (10,450)	
VE #18	ELIMINATE 2ND FINAL CLEANING		\$ (3,500)	
ALT #1	DEDUCT ALT #01 ROOF EDGE PROTECTION AT AREA C		\$ (56,400)	
ALLOW	ADDITIONAL HAZMAT		Not included	
ALLOW	ROOFING PATCH AND REPAIR		\$ 5,000	
ALLOW	EQUIPMENT ACCESS / DOOR MODIFICATION		\$ 10,000	
ALLOW	ADDITIONAL GLYCOL		\$ 20,000	
ALLOW	CUTTING AND PATCHING		\$ 22,500	
ALLOW	RELOCATE EXISTING MEFP NOT QUANTIFIABLE		\$ 35,000	
ALLOW	FLOOD MITIGATION/DRIP PAN/PLATFORM		\$ 5,000	
ALLOW	UTILITY BRIDGES PER ADD. #04 ITB #01		\$ 5,000	
ALLOW	TESTING AND SPECIAL INSPECTIONS		w/soft cost	
ALLOW	COVID 19/PROCUREMENT ALLOWANCE		\$ 10,000	
<b>TRADE PACKAGE TOTAL</b>			<b>\$ 6,455,121</b>	
0.026%	STATE EDUCATION FEE		\$ 1,678	

	BUILDING PERMIT FEE		WAIVED BY OWNER
	PRECONSTRUCTION SERVICES	\$25,000	w/Other
	GENERAL CONDITIONS		\$ 465,895
	EARLY PROCUREMENT SERVICES		\$ 17,400
	MEP COORDINATION		w/Trades
6%	VE/COST MANAGEMENT CONTINGENCY		\$ 45,317
0.75%	GENERAL INSURANCE		\$ 52,391
0.82%	CM P & P BONDS		\$ 57,710
0.35%	BUILDERS RISK		BY OWNER
3%	CONTINGENCY - (CM Construction - GMP)		\$ 212,865
2.50%	CMR FEE		\$ 182,709
		<b>TOTAL GMP:</b>	<b>\$ 7,491,086</b>

**OWNER ITEMS NOT INCLUDED IN GMP:**

	<b>OWNERS SOFT COSTS (MANAGED BY OWNER)</b>		<b>SEE BELOW</b>
	DESIGN FEES		\$ 66,265
	COMMISSIONING		\$ 30,000
	MATERIALS TESTING AND INSPECTIONS		\$ 10,000
	BUILDERS RISK		\$ 10,000
	ABATEMENT MONITORING AND AIR QUALITY TESTING		\$ 35,000
	LAND SURVEY WORK		\$ 7,500
5%	OWNERS CONTINGENCY (MANAGED BY OWNER)		\$ 350,000
	<b>TOTAL PROJECT COST</b>		<b>\$ 7,999,851</b>
	APPROVED REFERENDUM VALUE		\$ 8,000,000
	<b>OVER / (UNDER) REFERENDUM VALUE</b>		<b>\$ (149)</b>

NOTE: OWNER ITEMS ARE SHOWN ABOVE FOR EASE OF REFERENCE. THESE ITEMS ARE NOT GUARANTEED BY DOWNES.

<b>Project Costs Not Included in the Above GMP or Owner Soft Costs</b>		
Design Fee Services SD, DD, CD		
Downes Preconstruction Estimating Services		