

Newtown Public Schools  
BOE CFF/CIP/Facilities/Finance Sub Committee Agenda  
Special Meeting  
May 16, 2022 – 1:00pm  
BOE Conference Room

CALL TO ORDER

BUSINESS

Item 1 Approval of BOE CFF/CIP Minutes of April 7, 2022

NEW BUSINESS

- Trash & Recycling Service Contract bid update
- HVAC Newtown High & Reed bid update
- Proposal for NHS Parking Lot Lights
- Financial update
- Spending plan for the balance of the year
- Budget transfers
- Update on food service bid
- Update transportation contract
- 22-23 budget: new excess cost grant calculation

PUBLIC COMMENT

ADJOURNMENT

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

Waste Hauling & Recycling Bid  
Bid Opening: May 5, 2022 - 2:00PM

Associated Refuse Haulers

Year 1: \$107,580.00

Year 2: \$110,808.00

Year 3: \$114,132.00

Recommend awarding contract to Associated Refuse Haulers for a period of three years.  
Vendor currently provides our waste and recycling services. Vendor is registered with the Town of Newtown and HRRRA as a waste hauler.

HVAC Service at Newtown High & Reed Intermediate			
Bid Opening: May 5, 2022 - 2:00PM			
	Newtown High School		
	Yr 1	Yr 2	Yr 3
<b>Eastern Mechanical Services, Inc.</b>	<b>\$81,500.00</b>	<b>\$83,900.00</b>	<b>\$86,500.00</b>
Blizzard Mechanical, LLC	\$175,000.00	\$183,750.00	\$141,000.00
Harry Grodsky & Co, Inc.	\$105,400.00	\$180,562.00	\$111,818.86
	Reed Intermediate		
	Yr 1	Yr 2	Yr 3
<b>Eastern Mechanical Services, Inc.</b>	<b>\$61,250.00</b>	<b>\$63,100.00</b>	<b>\$65,000.00</b>
Blizzard Mechanical, LLC	\$128,000.00	\$134,400.00	\$141,000.00
Harry Grodsky & Co, Inc.	\$62,560.00	\$64,437.00	\$66,370.00
	Hourly Labor	Materials Markup	
Eastern Mechanical Services, Inc.	135	10%	
Blizzard Mechanical, LLC	115	25%	
Harry Grodsky & Co, Inc.	125	30%	
<p>Low bidder is Eastern Mechanical Services, Inc. Recommend awarding HVAC service contract to vendor for Year 1 with option to renew for Year 2 &amp; 3. All bidders attended in-person walkthrough to visit both locations on April 11, 2022. Service will start July 1, 2022.</p>			



*A Practical Energy Management Solution*

# **Newtown BOE - High School - Exterior**

12 Berkshire Rd  
Sandy Hook, CT 06482

**4/20/2022**  
**Presented By:**  
Kevin Siebrecht  
(203) 770-8882





## Initial Proposal

Customer is presented economics based on E.C. scope

## Measure Verification

P.M. verifies audit before utility submission

## Utility Submission

P.D. submits data to utility. Often requires utility pre- inspection

## Order Material

P.M. will schedule install with customer when E.T.A. is known

## Install Project

P.M. will oversee licensed contractors through installation

## Final Utility Paperwork

P.D. submits final data to utility. Often requires a post-inspection

### Contacts Going Forward

Energy Consultant (E.C.):	Kevin Siebrecht	(203) 770-8882 ksiebrecht@greenleafenergy.com
Project Developer (P.D.):	Nick Francis	(475) 675-5974 nfrancis@greenleafenergy.com
Program Manager:	Michael Mastriano	(475) 655-7285 mmastriano@greenleafenergy.com
Project Manager (P.M.):	Lou Mastriano	(475) 234-9676 lmastriano@greenleafenergy.com



# Newtown BOE - High School - Exterior - Executive Summary

Greenleaf Energy Solutions is pleased to present this proposal for a new energy efficient lighting system. The turnkey package that we are presenting, includes all materials and labor required to complete the lighting retrofit project.

In addition, Greenleaf Energy Solutions will handle all administration and documentation to secure state and utility funding as well as project financing\* if applicable.

## Project Goals:

- ◆ Reduce Operating Costs
- ◆ Improve the Quality of Light
- ◆ Lower Maintenance Costs

## Net Investment:

◆ Project Cost:	\$ 118,718.18
◆ GES Discount	\$ 5,400.00
◆ Utility Incentive	\$ 30,025.04 Est.
◆ <b>Net Cost</b>	<b>\$ 83,293.13</b>

## Net Results:

◆ Annual Energy Savings:	\$ 10,366.09
◆ Annual Maintenance Savings:	\$ 2,158.97
◆ Total Annual Savings:	\$ 12,525.06
◆ Est. Annual Energy Savings (kWh):	69,107

## Payment Terms:\*

◆ 60% Due Upon Signing:	\$ 49,975.88
◆ Balance Due Upon Completion	

## Cash Benefit:

◆ Positive cash flow over 10 years:	\$ 41,957.44
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Signature of Acceptance

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Title

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Date

- ◆ A purchase order is required
- ◆ Projections based on customer provided information
- ◆ The rebate reflected in the proposal, is only an estimate
- ◆ Scope of Work is the sole property of GES and is not to be copied
- ◆ Detailed room schedules and specifications will be provided upon signature
- ◆ This Proposal is valid for 90 days

# Environmental Impact

## Energy Eco-Estimator

### Environmental Impact of Lighting Upgrade

Changing your lights can benefit the environment!

Installation of energy efficient measures identified for this project will save an estimated

**1,036,609** kWh over the fifteen year life of the measures.

The environmental benefits from this project are:

**1,596,377** Pounds of Carbon Dioxide (CO<sub>2</sub>) emissions avoided

**3,110** Pounds of Nitrogen Oxides (NO<sub>x</sub>) emissions avoided

**6,220** Pounds of Sulfur Dioxide (SO<sub>2</sub>) emissions avoided

By reducing greenhouse gas emissions and other harmful environmental pollutants, this project will reduce air pollution and improve air quality.

This is equivalent to:

**774,940** Pounds of coal not burned

**198** Acres of forestation (trees) added

**139** Cars removed from road

**87** Homes provided with electricity

Environmental Impact calculations are estimates based on the 2007 Energy Star Campaign Facts and Assumptions Sheet & EPA Clean Energy Calculations & References Guide.

## Warranty

Upon completion of the job, all of the products, as well as all Greenleaf Energy Solutions workmanship, are fully warranted according to the following schedule.

<b>Installed Materials:</b>	Manufacturer's warranty for up to <u>five years</u> *
<b>Workmanship:</b>	Greenleaf Energy Solutions warranty for up to <u>five years</u> *

\* Failed original equipment must be returned to Greenleaf Energy Solutions to fulfill the requirements of the manufacturer. Exceptions to this warranty include screw-in and plug-in LED lamps when the manufacturers do not provide a 5-year warranty for the product.

## Disposal

Greenleaf Energy Solutions will handle the recycling of your existing lamps and the disposal of non-hazardous waste at no additional cost.

## Additional Notes

The information provided in this proposal is based on an audit of your facility performed by Greenleaf Energy Solutions.

Although the audit is as accurate as possible, it is often difficult to access every room or the inside of every lighting fixture. This occasionally leads to minor variances from this proposal. Costs related to variances in the fixture count will be adjusted at the same unit price quoted in this proposal. Energy Savings will be adjusted accordingly. You will be notified of these variances for approval of all additional costs.

Estimates of the hours of operation used to calculate savings are provided to Greenleaf Energy Solutions by representatives of your facility. All existing fixtures are assumed to be functioning and have an operating voltage between 110 and 277 volts. Changes in processes, operations, equipment or operating hours may impact the savings estimate, which Greenleaf Energy does not guarantee.

## Summary

We look forward to working with you and furnishing you with a professionally installed energy efficient lighting system. Your new lighting system will be reliable and cost effective, and is designed to meet your current and future requirements.

Sincerely,

Kevin Siebrecht  
Energy Consultant

# Letter of Authorization

April 20, 2022

Eversource Energy  
Energy Efficiency  
P.O. Box 270  
Hartford, CT 06141-0270

RE: **Newtown BOE - High School - Exterior**

Dear Representative:

I am working on an energy efficiency project with Greenleaf Energy Solutions (GES). GES will submit data to secure a Letter of Agreement (LOA) on our behalf. Please include GES on any and all communication regarding the data or approval process for the LOA. Please also share the Letter of Authorization with GES when it has been generated.

Initials

\_\_\_\_\_ I authorize Eversource Energy to share my billing and usage history with GES.

\_\_\_\_\_ I authorize Eversource Energy to share any project relevant data with GES.

\_\_\_\_\_ I intend for the incentive check to be made payable to the contractor, Greenleaf Energy Solutions LLC.

Sincerely,

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Signature, Title

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Company

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Printed Name, Telephone #