

REVISED

Newtown Public Schools
BOE CFF/CIP/Facilities/Finance Sub Committee Agenda
June 20, 2022 – 1:00pm
Council Chambers
3 Primrose Street, Newtown, CT

CALL TO ORDER

BUSINESS

Item 1 Approval of BOE CFF/CIP Minutes of May 16, 2022

NEW BUSINESS

- Draft CIP
- Hawley construction update
- Financial Report
- Transfer requests & year end spend
- 22-23 budget reductions
- Update transportation contract

PUBLIC COMMENT

ADJOURNMENT

Newtown Board of Education
CFF/CIP/Facilities/Finance Sub-Committee Minutes
Special Meeting
May 16, 2022
3 Primrose Street,
Newtown, CT 06470

CALL TO ORDER: Mrs. Larkin called the meeting to order 1:01 p.m.

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

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

Ms. Zukowski made a motion to approve the minutes of April 7, 2022. Mr. Ramsey seconds the motion. All in favor.

NEW BUSINESS

Trash & Recycling Service Contract Bid Update

Mr. Gerbert stated the trash & recycling service bid was publicly advertised and the bid opening was on May 5th. He received only one bid from Associated Refuse Haulers who is our current vendor with a 3 year contract. The prices in their bid represents a 3% increase per year with year 1 prices showing a 3% increase over what we are paying now. Mr. Gerbert is giving a recommendation to approve this contract. This vendor currently provides our waste and recycling services. The vendor is registered with the Town and HRRA as a waste hauler. They are local and based out of Newtown and service the town as well.

Mr. Gerbert stated in light of fuel increases they have not given us any fuel surcharges for their trucks while there has also been increases in tipping fees and recycling fees out in the general population, they have not passed those on to us.

Ms. Zukowski asked if we only got one bid back and Mr. Gerbert stated yes. He stated it was advertised and he did send out a couple of emails to vendors but this vendor was the only one interested.

Dr. Rodrigue stated it is becoming more typical now to only receive one bid and she is hearing it across districts.

Ms. Zukowski mentioned how recycling is getting more expensive and asked if this includes all of the school recycling and trash hauling. Mr. Gerbert stated yes.

Ms. Zukowski asked about the guideline for going out to bid. Mr. Gerbert stated anything over \$50K is required to go out to bid.

Dr. Rodrigue stated also if there is a state bid contract already then you can utilize those contracts that are authorized by the state and not have to go out to bid.

Ms. Zukowski recommended that this committee support this bid and bring it forward to the board. All were in agreement.

HVAC Newtown High & Reed Bid Update

Mr. Gerbert stated he put out a bid for HVAC service for NHS & Reed. Previously we had a 3 yr. contract with Harry Grodsky & Co. to perform maintenance at both schools. They did an excellent job all 3 years. He stated they had a walk through during April break and had 4 vendors attend. The bid opening was on May 5th which 3 of the four vendors submitted a bid. The low bidder was Eastern Mechanical Services for both locations. He stated he would like to recommend this vendor for the first year with an option to renew for the 2nd two years as we did with Grodsky.

Mr. Gerbert presented the prices and hourly rates. This would take effect July 1st. Overall he stated there was a 2.1% increase.

Ms. Zukowski recommended that this committee support this bid and bring it forward to the board. All were in agreement.

Proposal for NHS Parking Lot Lights

Mr. Gerbert presented a proposal to replace the parking lights at Newtown High School. This proposal from Greenleaf would get everything done inside and outside with LED. The fixtures proposed are the same as Reed and HOM which are a Lithonia. These lights are able to dim and use a photo cell where there is no programming and has a sensor to detect daylight.

Mr. Ramsey asked how long has the fixtures been at Reed and the longevity of the lights. Mr. Gerbert stated they just went in about 6 months ago and they finished installing around Thanksgiving. Mr. Gerbert stated the longevity of LED is about 20-25 years and Greenleaf would be giving us a 5 year warranty.

He stated there is a hefty price with this proposal of about \$83K. He stated we are able to use Eversource on-bill financing and they can be flexible to finance the full job or any piece of the job and we can break it up in any fashion. He stated Eversource does give 48 months at 0% financing. Estimated savings would be \$10,366 for the year for the total project.

Mrs. Larkin asked when we would be looking to do the replacement and did he have this in the CIP plan. Mr. Gerbert stated no and it is something we will have to think about.

Mr. Gerbert stated this vendor is a State of CT vendor so there is no need to go out to bid.

Mr. Gerbert stated this discussion was for informational purposes only.

Mrs. Larkin stated we will revisit this in the future.

Financial Update

Mrs. Vadas stated she wanted to talk about the major objects. She stated our balance increased over the prior month by \$156K with the majority coming from of our salary accounts.

She indicated the certified salary accounts had an increase to the balance by \$115K due to the release of anticipated obligations for teachers, certified subs (this included subs for staff training) and homebound tutors. She said she anticipates that this will be the last month for a large adjustment like this.

She stated the non-certified salary account is also experiencing an increase to the balance by \$34K due to unfilled positions, adjustments to employee overtime as well as turnover.

Ms. Zukowski then inquired about teachers and FMLA pay. She asked if teachers get to participate in the CT FMLA fund.

Dr. Rodrigue stated what they were offering at the height of the pandemic is not what they are offering now. There were changes made for staff. A lot of flexibilities have changed under FMLA. She further stated there were not many issues with FMLA during the height and maybe a few employees ran out and we had to deal with those on a case by case issue.

Mrs. Vadas went on to state that the total projected year-end balance in our salary account is \$489,479.

Ms. Zukowski then asked about the SpEd certified salaries. She stated part of the \$112K balance is the fact that we don't have services such as Behavioral Therapists so we are outsourcing therapists and wanted to know what the net was.

Mrs. Vadas stated there is a deficit of about \$80,000 in contracted services that includes a behavioral therapist agency used to fill these open positions. The net is \$30K right now.

Ms. Zukowski asked about the level of services for the cost of outplaced services vs in-house services.

Mrs. Vadas stated the \$112k includes other services such as OTPTs, BTs, Job Coaches and a small piece of the grant. She said there are many moving pieces as it is not one-to-one correlation.

Mrs. Vadas showed the committee the detail report which shows the moving pieces and breakdown that goes into a line item.

Mrs. Vadas then spoke about employee benefits and how they have changed over the prior month with a decrease to the balance by roughly \$24K. She is not anticipating a further deficit with unemployment costs; however, we did incur an additional \$14,000 in unemployment benefits for one employee. She indicated employee benefits should not change much from now until the end of the year with the current balance at a negative \$97K.

Mrs. Vadas talked about professional services and how she released some of the anticipated obligations which increased the balance in this object.

She stated the same was for professional educational services which is all of our staff training.

Mrs. Larkin asked if there was the opportunity to do the professional development virtually. Dr. Rodrigue stated some professional development days were bigger than virtually and there were some that were done virtually.

Mrs. Larson asked about substitutes and their rate of \$100/day vs asking a teacher to fill in.

Dr. Rodrigue stated substitutes are another group that got hit very hard with the pandemic which is still going on and we don't have enough. We are in a continual plea to bump it up.

Mrs. Larkin asked if HR can do more to help out. Dr. Rodrigue stated she believes HR is doing all that they typically do and they are looking to bump it up. She stated all of the employment ads are out there. Dr. Rodrigues stated it is all about who is paying more for substitutes.

Mrs. Vadas went on to purchased property services and stated she is showing a deficit of \$77K. She stated she believes this will change before year end as this account includes our contingency accounts for emergency building repair and general repairs. This deficit also includes the Hawley move-out which is about \$47K, we had expensive repairs at the NHS, and a smaller version of the lighting upgrade at the Middle Gate school. This is a contingency account and will be adjusted again each month.

Mrs. Vadas moved on to other purchased services. She stated our out-of-district tuition account is another area where we do not anticipate any additional out-placements this year. She said she released \$74K back into the out-of-district tuition which now shows a balance of \$113K in the account.

Mrs. Vadas talked about the Special Education Department as a whole is now showing a balance of \$411K. The driver of this is in our non-certified salaries as well as a portion of the additional funding in the excess cost grant.

She stated supplies are showing a deficit but she thinks it will pan out to zero by the end of the year.

Ms. Zukowski stated she thought what Mrs. Vadas presented regarding the financial report was well done.

Spending Plan for the Balance of the Year

Mrs. Vadas stated she and Dr. Rodrigue were looking at a spending plan for the year-end balance.

Mrs. Vadas presented a list of additional requests for the spending plan. The committee discussed the items.

Ms. Zukowski stated in July we would have a better sense of what we actually have in surplus and what we underestimated for next year's budget.

Budget Transfers

Mrs. Vadas discussed the requested budget transfers. Two transfers were within the same object code (salary and contracted services) and one transfer was from object code 910 to 500.

Update on Food Service Bid

Mrs. Vadas stated she is working on a contract with a food service vendor. They have discussed initiatives and are working on addendums to the contract. She stated once the contract is in the final draft, it then goes to the state for approval and then to board for final approval.

Update Transportation Contract

Mrs. Vadas stated they are still working with the attorneys and once we have a draft she will share with the committee.

22-23 Budget: New Excess Cost Grant Calculation

Mrs. Vadas reminded the subcommittee that this year we have received 82% reimbursement of our excess cost grant which totaled about \$116k. This additional revenue ultimately added to the balance in this account and was unexpected. The grant has never been this high and will most likely be changing next year as the state has developed a new excess cost grant reimbursement calculation. This calculation is based on community wealth per-capita and Newtown falls into the 70% category. Our 22-23 budget calls for a 75% reimbursement rate which ultimately means we will fall short over \$100k in excess cost grant revenue.

Public Participation: None

Adjournment: Ms. Zukowski made a motion to adjourn meeting. Mr. Ramsey seconds the motion. All in favor. The meeting was adjourned at 2:37 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 SUMMARY - CAPITAL IMPROVEMENT PLAN 2023/24 TO 2027/28

DRAFT

INITIAL FIVE YEARS			Year 1	Year 2	Year 3	Year 4	Year 5	TOTALS
CIP Item #	Location	Description of Project	2023/24	NO BONDING	2025/26	2026/27	2027/28	
	Hawley Elem.	Ventilation, HVAC Renovations Re-roof 1997 wing (BUR, 18500sf)	\$4,000,000				\$ 500,000	\$ 4,000,000
	Middle Gate Elem.	Window replacement Bathroom renovations (2 staff, 2 student) Repave entire parking lot, curbing, sidewalks (69000sf)				\$ 1,100,000 \$ 200,000	\$ 250,000	\$ - \$ 1,550,000
	Head O'Meadow	Replace Condensing Units, Piping, Coils Repave entire parking lot, curbing, sidewalks (90000sf)	\$ 750,000				\$ 300,000	\$ 1,050,000
	Reed Intermediate	Replace Chiller, Upgrade BMS controls/VAVs, Fence				\$ 750,000		\$ 750,000
	Middle School	Engineering for HVAC Improvements (incl CM) HVAC Improvements Repave entire parking lot, curbing, sidewalks (174000sf)	\$ 450,000		\$ 8,000,000		\$ 575,000	\$ 9,025,000
	High School	HVAC Replacements B-wing (incl VAV upgrades) Replace F-wing chiller HVAC Replacements (Pool area) Re-roof BUR areas (B-wing, Pool, Gym, 17000sf)	\$ 850,000			\$ 500,000 \$ 400,000 \$ 450,000		\$ 2,200,000
TOTAL COSTS OF ALL PROJECTS			\$ 6,050,000	\$ -	\$ 8,000,000	\$ 3,400,000	\$ 1,625,000	\$ 19,075,000
TOTAL TO BE BONDED			\$ 6,050,000	\$ -	\$ 8,000,000	\$ 3,400,000	\$ 1,625,000	\$ 19,075,000

Eligibility for project inclusion on the CIP is that the cost must exceed \$200,000.

NEWTOWN BOARD OF EDUCATION SUMMARY - CAPITAL IMPROVEMENT PLAN 2028/29 TO 2032/33

DRAFT

SECOND FIVE YEARS

			Year 6	Year 7 NO BONDING	Year 8	Year 9	Year 10	TOTALS
CIP Item #	Location	Description of Project	2028/29	2029/30	2030/31	2031/32	2032/33	
	Hawley Elem	Repave entire parking lot, curbing, sidewalks (80000sf)	\$ 275,000					\$ 275,000
	Sandy Hook Elem.							
	Middle Gate Elem.	HVAC design HVAC Improvements	\$ 200,000		\$ 2,000,000			\$ 2,200,000
	Head O'Meadow	Roof restoration (66500sf)				\$ 400,000		\$ 400,000
	Reed Intermediate	Repave entire parking lot, curbing, sidewalks (162000sf) Replace HVAC Equipment	\$ 525,000		\$ 800,000			\$ 1,325,000
	Middle School	Replace Generator and Transfer Switch					\$ 200,000	\$ 200,000
	High School	Replace Windows (B-wing)	\$ 450,000					\$ 450,000
	District-Wide	Security Camera Upgrade (501 cameras)	\$ 700,000					\$ 700,000
TOTAL COSTS OF ALL PROJECTS			\$ 2,150,000	\$ -	\$ 2,800,000	\$ 400,000	\$ 200,000	\$ 5,550,000
TOTAL TO BE BONDED			\$ 2,150,000	\$ -	\$ 2,800,000	\$ 400,000	\$ 200,000	\$ 5,550,000

Notes:

- 1) Hawley numbers are carried from approved 2021 CIP
- 2) Middle School HVAC design includes an allowance for CM preconstruction to assist with scope, phasing, and budget
- 3) Middle School HVAC budget is using Hawley HVAC as a benchmark
- 4) Middle Gate Window budget includes design
- 5) High School Windows (B-wing) budget includes design
- 6) Paving budgets are based on milling of existing asphalt, 3" of new asphalt, and line striping
- 7) High School HVAC Replacements includes upgrades to VAV and BMS controls

NEWTOWN BOARD OF EDUCATION SUMMARY - CAPITAL IMPROVEMENT PLAN 2022/23 TO 2026/27

BOF revisions 11/8/2021

LC revisions 1/19/2022

Approved by BOE 9/8/2021

INITIAL FIVE YEARS

CIP Item #	Location	Description of Project	Year 1	Year 2	NO BONDING Year 3	Year 4	Year 5	TOTALS
			2022/23	2023/24	2024/25	2025/26	2026/27	
1	Hawley Elem.	Ventilation, HVAC Renovations	\$2,500,000	\$4,000,000				\$ 6,500,000
10	Middle Gate Elem.	Window replacement					\$ 1,100,000	\$ -
12		Bathroom renovations (2 staff, 2 student)					\$ 200,000	\$ 1,300,000
2	Head O'Meadow	Boilers, VFDs, Water Heater	\$ 424,500					
7		Replace Condensing Units, Piping, Coils		\$ 750,000				\$ 1,174,500
4	Reed Intermediate	Replace Chiller, Upgrade BMS controls/VAVs, Fence	\					\$ -
5	Middle School	Engineering for HVAC Improvements (incl CM)		\$ 450,000				
8		HVAC Improvements				\$ 8,000,000		\$ 8,450,000
3	High School	HVAC Replacements A-wing (incl VAV upgrades)	\$ 850,000	\$ -				
6		HVAC Replacements B-wing (incl VAV upgrades)		\$ 850,000				
13		Rear Turf Field (moved to Yr 1 by BOF 11/8/2021)	\$ 460,000					
9		Replace F-wing chiller					\$ 500,000	
11		HVAC Replacements (Pool area)					\$ 400,000	
14		Re-roof BUR areas (B-wing, Pool, Gym, 17000sf)					\$ 450,000	\$ 3,510,000
TOTAL COSTS OF ALL PROJECTS			\$ 4,234,500	\$ 6,050,000	\$ -	\$ 8,000,000	\$ 2,650,000	\$ 20,934,500
TOTAL TO BE BONDED			\$ 4,234,500	\$ 6,050,000	\$ -	\$ 8,000,000	\$ 2,650,000	\$ 20,934,500

Eligibility for project inclusion on the CIP is that the cost must exceed \$200,000.
2017-18 Reimbursement rate 36.43%

Construction inflation estimate

6.0%

NEWTOWN BOARD OF EDUCATION SUMMARY - CAPITAL IMPROVEMENT PLAN 2027/28 TO 2031/32

BOF revisions 11/8/2021

LC revisions 1/19/2022

Approved by BOE 9/8/2021

SECOND FIVE YEARS

SECOND FIVE YEARS			Year 6	Year 7	NO BONDING Year 8	Year 9	Year 10	TOTALS
CIP Item #	Location	Description of Project	2027/28	2028/29	2029/30	2030/31	2031/32	
	Hawley Elem	Re-roof 1997 wing (BUR, 18500sf) Repave entire parking lot, curbing, sidewalks (80000sf)	\$ 500,000	\$ 275,000				\$ 775,000
	Sandy Hook Elem.							
	Middle Gate Elem.	Repave entire parking lot, curbing, sidewalks (69000sf) HVAC design HVAC Improvements	\$ 250,000	\$ 200,000		\$ 2,000,000		\$ 2,450,000
	Head O'Meadow	Roof restoration (66500sf) Repave entire parking lot, curbing, sidewalks (90000sf)	\$ 300,000				\$ 400,000	\$ 700,000
	Reed Intermediate	Repave entire parking lot, curbing, sidewalks (162000sf)		\$ 525,000				\$ 525,000
	Middle School	Repave entire parking lot, curbing, sidewalks (174000sf)	\$ 575,000					\$ 575,000
	High School	Replace Windows (B-wing)		\$ 450,000				\$ 450,000
TOTAL COSTS OF ALL PROJECTS			\$ 1,625,000	\$1,450,000		\$ 2,000,000	\$ 400,000	\$ 5,475,000
TOTAL TO BE BONDED			\$ 1,625,000	\$1,450,000		\$ 2,000,000	\$ 400,000	\$ 5,475,000

Notes:

- 1) Hawley numbers are carried from approved 2021 CIP
- 2) Middle School HVAC design includes an allowance for CM preconstruction to assist with scope, phasing, and budget
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- 7) High School HVAC Replacements includes upgrades to VAV and BMS controls