

**Guilford Board of Education  
Facilities Subcommittee Meeting  
Calvin Leete School, 280 South Union St., Guilford CT  
Monday, November 28, 2011  
6:00 p.m.**

Facilities Subcommittee Members present: John Ireland, Chris Moore, and Keith Bishop  
Other Board of Education Members present: Alan Meyers  
BOE Staff present: Superintendent Paul Freeman, Andy Potochney, Linda Trudeau, Cliff Gurnham

The meeting was called to order at 6:07 p.m. by Chairman John Ireland.

**1. Review and approve Facilities Subcommittee minutes of October 24 and November 10, 2011**

The November 10<sup>th</sup> minutes were presented with the following corrections:

Paragraph 2 after maintaining the buildings, add “based upon industry standards for the annual stewardship and the gross square feet of our buildings.”

After 2012-13 budget, add “which was developed by Cliff Gurnham.”

Mr. Bishop’s motion to approve both the October 24<sup>th</sup> and corrected November 10 minutes was seconded by Dr. Moore. The motion carried unanimously.

Mr. Ireland stated that Mr. Gurnham sent Dr. Keene a list of items that had been addressed on the playgrounds by G.P.S. staff. Re-inspection was done and Mr. Gurnham is waiting for a report this week.

**2. Review Standing Building Committee Minutes**

The Facilities Subcommittee is on the next Standing Building Committee agenda to discuss bonded projects. The meeting is scheduled for Tuesday, December 6<sup>th</sup> at 7:00p.m. Mr. Ireland reviewed the town procedure for The Standing Building Committee process. It has been sent to all board members.

**3. Review Project Status**

Mr. Gurnham distributed an updated project status sheet for review and mentioned that some projects have been grouped together for a single firm to manage such as Rooftop replacement at Adams and replacement of cooling tower. This is per the recommendation of the Standing Building Committee.

Fire alarm systems at Baldwin and Cox are underway.

Dr. Moore inquired about the cost of the Melissa Jones School work. Mr. Ireland clarified that \$213,000 is the remaining balance for classroom work not completed under the \$600,000 bond item last year. Some of the money was spent renovating two classrooms at Leete. Dr. Moore asked that for clarity the A3-11 project types on the sheet be broken down to read:

A3-11 a. Construction

A3-11 b. Design

Dr. Moore inquired where the savings is from by doing the Jones classroom renovation work at the same time as the Jones windows. Mr. Gurnham specified that it is a planned amount of

\$45,000/classroom for 9 classrooms. The window total for cafeteria and classrooms is \$300,000, which is an estimate and has not gone out to bid yet. We will get efficiency by doing the two together but it is too early to know the exact amount since the bid has not gone out yet. Also planned are additional carpets and 15 bathrooms.

#### **4. ACT ON 2012-2013 Capital Request**

Per Dr. Moore's request, Mr. Gurnham listed and explained how many classrooms, bathrooms and floors are planned for work and will add it to the description sheet.

The \$1,623,650 million request was distributed by Chairman Ireland.

Mr. Bishop made a motion, seconded by Mr. Ireland, to propose the 2012-2013 capital request of \$1,623,650 million to the full Board of Education for bonding.

After discussion the motion passed 2 to 1.

Mr. Ireland broke down the previously bonded amount of \$600,000 including \$250,000 for Jones classrooms, \$50,000 for large space renovation geared to cafeteria at Adams, \$200,000 for renovation at Cox, 2 classrooms at Leete and \$50,000 for the cafeteria floor at Cox.

Dr. Moore expressed his concern that we are not setting the bar in terms of improvement and wants a plan on benchmarking. Without this he is not comfortable including \$45,000 per classroom for renovations. A facilities needs assessment would be preferred to determine the proper use of funds and a plan. Mr. Bishop stated that he has a concern over some of the items in the proposal being of a shorter term improvement than recommended for bonding.

After a request from last meeting Mrs. Trudeau researched some other school district Site Improvement budgets. The following amounts were received:

Guilford – 200,000, Lebanon – 43,000, Bristol 125,000, Trumbull 161,000.

Dr. Freeman cautioned us against setting levels based on what other schools do. The renovations proposed make the rooms more flexible, usable and open for kids. Dr. Freeman stated that taking small chunks out of the classroom renovations is a good policy.

Motion 2: Dr. Moore made a motion to ask the Board of Education to approach the Standing Building Committee with a proposal to expand the scope of last year's renovation bond to include the district wide needs assessment for all schools except Guilford High School and possibly Adams.

After discussion a motion by Chairman Ireland was seconded by Mr. Bishop.

The motion passed 2 to 1.

The motion to adjourn was made by Dr. Moore and seconded by Mr. Bishop. The subcommittee voted unanimously to adjourn the meeting at 7:27 p.m.

Respectfully submitted,

Sarah Cooper