



**TOWN OF ROCKY HILL  
FACILITIES COMMITTEE  
MEETING MINUTES/MOTIONS**

**In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.**

NAME OF PUBLIC BOARD OR COMMISSION	Board of Education Facilities Committee
DATE MEETING AGENDA POSTED	December 14, 2009
LOCATION	Training/Conference Room
DATE OF MEETING	<b>December 17, 2009</b>
TIME MEETING STARTED	6:31 p.m.
PERSON PREPARING MEETING MINUTES	Jo-Anne Booth, Recording Secretary
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**MEMBERS PRESENT AT MEETING**

1. Rene (Skip) Rivard, Chairman	2. Brian Dillon
3. Maria Mennella (Entered at 6:35 p.m.)	4. Frank Morse
5. William MacDonald, Ex-Officio Member (Chairman of Bd. of Ed.)	6. Also present: Superintendent Dr. Jeffrey Villar
7. Finance Director Frank Connolly	8. Edward (Alex) Silva (Bd. of Ed.)
9. Ken Biega (O & G Industries, Inc.) (Left at 8:12 p.m.)	10. Mike Sorano (Friar Associates) (Left at 8:12 p.m.)
11. Debbie Friday (Resident of RH)	12.

NUMBER REQUIRED FOR QUORUM   3      QUORUM PRESENT  Yes     No

TEXT MOTIONS AND RESULTS VOTES

1st MOTION       Passed       Failed       Tabled

<p><b>Moved by Frank Morse, seconded by Brian Dillon, to adjourn the meeting at 8:50 p.m.</b> <b>FAVOR: ALL</b> <b>MOTION CARRIED</b></p>
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LINK TO WORKING NOTES (will be attached if available)

ACTION

CORRECTION(S) (will be attached if available)

TIME MEETING ADJOURNED: 8:50 p.m.

TIME DELIVERED TO TOWN CLERK: \_\_\_\_\_.

Town of Rocky Hill  
Board of Education  
Facilities Committee Meeting Working Notes  
December 17, 2009

A Facilities Committee meeting of the Rocky Hill Board of Education was held on Thursday, December 17, 2009 in the training /conference room. Chairman Rene (Skip) Rivard called the meeting to order at 6:31 p.m. Present were: Brian Dillon, Maria Mennella (Entered at 6:35 p.m.), Frank Morse and William MacDonald (Ex-Officio Member) (Chairman of Bd. of Ed.). Also present were Superintendent Dr. Jeffrey Villar, Finance Director Frank Connolly, Edward (Alex) Silva (Bd. of Ed.), Ken Biega (O & G Industries, Inc.) (Left at 8:12 p.m.), Mike Sorano (Friar Associates) (Left at 8:12 p.m.) and Debbie Friday (Resident of Rocky Hill).

**1. Review of Previous School Construction Project Plans**

Everyone who was present at this evening's meeting introduced themselves. Superintendent Dr. Villar said he asked Mr. Biega and Mr. Sorano to be present at this evening's meeting in order for them to give some history because there are new Board of Education members. Mr. Rivard asked Mr. Biega and Mr. Sorano if they had business cards to give to the members of this Committee.

Superintendent Dr. Villar said they need to know strategically what was put together for the referendum that didn't pass. He thinks much of the work that was done in that effort is salvageable. Really good work was done and this will serve as a starting point to learn what went into the first effort. Their conversation this evening would also include looking to see what their next steps are and what the future plan is as well as what the costs of the buildings are.

Mr. Sorano did a PowerPoint presentation. He said they picked up from where the Schoenhardt Report left off. They looked at the big picture of what the current conditions of the schools were and the educational specifications, etc. This summary of that report includes the makeup of the entire district and the cost estimates. This PowerPoint presentation is what was presented to the town prior to the referendum.

Mr. Sorano spoke first about what the basis of this study was. Superintendent Dr. Villar told everyone he had hard copies of documents with regards to *A Proposal for Elementary Education Programs and Facility Utilization* and *A Plan for Secondary Education Programs and Facility Utilization* for anyone who wanted these. Mr. MacDonald asked if these were still on the website and Superintendent Dr. Villar said they should be. Mr. Sorano said the Board of Education had adopted the NESDEC enrollment projections in July 2008 which were dated June 11, 2008. Superintendent Dr. Villar said they will have new ones coming forth this year.

A hard copy of this PowerPoint presentation was passed out to everyone. Mr. Sorano said they had sat down with all of the reports and they did a summary matrix of what the current critical issues were in each of Rocky Hill's schools. This information also contained the current enrollment, if there were any additions, the years the projects were built and the projected enrollment. The projected enrollment for Griswold Middle School was 630 and it was 806 for Rocky Hill High School. This is for the 2017-2018 enrollment projection. He explained what this is based on. Enrollment projections are what are used to base the designs on so that the maximum reimbursement from the state can be received. For the elementary schools, they tried to take the number of students in order to figure out how many classrooms each building would have to have in order to meet the enrollment projections. Class sizes were based on the ideal size for a class. Superintendent Dr. Villar said this is based on Board of Education policy.

Mr. Sorano showed the overall layout of all of this town's schools. This included the scope of work that was proposed in the referendum to meet the educational specifications and educational requirements that they were putting together as part of this as well as the enrollment projections.

Mr. Sorano went over West Hill School. The projected enrollment is a lot lower than the current enrollment of the school because the students are being equally distributed among the three elementary schools. West Hill School is overcrowded. General reprogramming and "renovate as new" was done for this building to bring it up to current standards. He went over the space standards requirement that the state mandates them to use in figuring out the grants. This is the basis of how they figured out how many square feet they were going to add or subtract or what they were going to do to the buildings.

Mr. Sorano showed West Hill School's existing site plan and the new site plan. He explained each one. He went over what the general improvements were. He explained that a lot of these things wouldn't be eligible for reimbursement because they are considered maintenance items. The only way for these things to get reimbursed by the state is that the entire building has to be looked at as "renovate as new". The state will pay for some things if there are accessibility issues or curriculum issues but it won't pay for maintenance issues.

Mr. Sorano showed what the basis of the cost estimate is that O & G Industries did. This was broken out into what is heavy renovation, medium renovation and light renovation. He went over the scope of work for West Hill School. Mr. Biega went over the cost estimate for this project. The biggest part of any renovation project is getting a clear scope of what work is going to be done and deciding the dollar amount for this. They also look at the site work and they are able to put a dollar amount to this. They always have an issue with the escalation. He said the price that is listed on this wouldn't be run now. If this had passed and been bid out, this town would have had a tremendous amount of money coming back but the market has dropped off. He doesn't see much of a change in the price of the work from what they had priced out for this. He told everyone they could take this package, go back out to do the same thing and it would cost them less.

He mentioned how there are bare construction costs and owner's soft costs. The total project cost for West Hill School is \$21,510,416. The eligible project cost is \$18,660,376 due to this being a "renovate as new" project. There are then reimbursement reductions where \$2,377,307 comes off of the cost. The net eligible is \$16,283,069 after reductions are taken. At the time all of this had been figured out, the project was eligible for reimbursement at 47.14%. He said the reimbursement rate will probably go down. The net cost to Rocky Hill was \$13,834,578 for this project. Superintendent Dr. Villar said Mr. David Wedge from the State Department of Education had said at a recent Facilities Conference that they were going to try to stay away from moving the percentages for reimbursement. Superintendent Dr. Villar hopes the number will stay around the 47% to 48% reimbursement rate. Mr. Rivard said a couple of years ago that there was a lot of trouble getting reimbursements from the state and he asked if this is still the situation. Superintendent Dr. Villar said there was an issue on this but the state made good on this and he explained more. From the conference, Superintendent Dr. Villar said he left feeling good for the potential for this district having a project that can go forward and be reimbursed by the state. Mr. Biega said the issue was that the state didn't actually go out and bond the school construction projects because it took so long for them to establish a budget. Money has now been bonded. Mr. MacDonald said he had heard this same discussion in this town. Mr. Dillon said the issue is really when they meet and bond the dollars because all of the projects are not being done in one shot.

Mr. Biega explained about the reimbursement percentage. Mr. Rivard asked if the estimations have been good statistically and Mr. Biega said yes.

Mr. Sorano went over the plan for Stevens School in detail like he did for West Hill School. The scope of work for this was to reprogram the building and to "renovate as new". They are taking 200 students out of this school by getting rid of the old Moser School and adding the new Moser School. Mr. Dillon said this Committee and the Board of Education need to talk about whether the concept is still going to be endorsed on the table with regards to there being a new Moser School. He asked if it was not going to be if it was worth it to go over this layout of Stevens School when it was not going to be anything like this ultimately. Mr. MacDonald agreed with Mr. Dillon and he thinks there is good benefit to having a level set. Mr. MacDonald explained more.

Mr. Biega went over the cost estimate for Stevens School. The total project cost is \$17,973,825. The net cost to Rocky Hill is \$10,882,169.

Mr. Sorano said the existing school for Moser School would be demolished and a new school would be constructed right behind it on the lot. Superintendent Dr. Villar referred to the speed and ease at which this new construction could occur. Mr. Dillon questioned if they should be staying away from a wholesale new construction project and looking at just renovation and expansion of the existing schools. Mrs. Friday said the other option would be to build a new school to replace Stevens School. Mr. Dillon questioned if there would be another use for Stevens School if it is not going to be used and if a new school project would be sold.

There could be other uses for Moser School if it is not used as a school but he is not sure if there would be alternative uses for Stevens School. Mr. Biega said he could give them the cost for utilities per square foot if they want to look at building a new school and if they are thinking about going geothermal.

Mr. Sorano said for the elementary school piece of this, all of this came down to three elementary schools with a little over 400 students in each to meet the educational specifications. Mr. Biega said the overall cost for a new Moser School is \$31,241,416 and the cost to Rocky Hill is \$19,757,823.

Mr. Sorano said the next piece was the secondary school piece and he gave details about Griswold Middle School. Superintendent Dr. Villar said three laptop carts were purchased over the summer for this school and he explained more. Mr. Biega said the total project cost for Griswold Middle School is \$8,087,617 and the net cost to Rocky Hill is \$6,652,279.

Mr. Sorano gave details about Rocky Hill High School. They would get 92% reimbursement under this project. Mr. Biega said the total project cost for this is \$23,647,529. The net cost to Rocky Hill is \$20,635,519. They would only be getting \$3,000,000 back from the state because at the time this was figured out, it wasn't a thirty year old building but they are getting close to this being thirty years old now and they could do "renovate as new" and get more back from the state.

Mr. Sorano explained the summary sheet. This took all of the numbers and put everything together as one big number for the overall gross cost and the overall cost to Rocky Hill. He showed the PowerPoint slide with regards to the boards that were out on public display. Superintendent Dr. Villar told everyone he had handouts for this.

Mr. Morse spoke of having a discussion about the referendum and how it works. The ballot for the last referendum was referred to and what the voters were able to vote on. Mr. Dillon asked if four options were presented by the Board of Education to the Town Council the last time. Mr. Morse said there were three options: K-5; secondary; and combined. Mr. MacDonald said the recommendation from the Board of Education was combined. A brief discussion took place as to what there should be for the next referendum and how it should be presented.

Chairman Rivard asked if they could move Item # 3 on this evening's agenda in front of Item # 2.

## **2. Discussion of Future School Construction Project Options**

Mr. Morse thinks the community has told them that they are more for a two larger elementary school scenario rather than a three school one. Chairman Rivard asked if they thought the timing of the referendum had an impact.

A discussion took place with regards to whether three schools should be stuck with and a discussion took place with regards to what to have in an upcoming referendum. This discussion included what the timeline would be with regards to renovation projects, etc., and if Moser School could be used as swing space, etc. Mr. MacDonald asked Mr. Sorano how he would advise them to move ahead with this and Mr. Sorano made suggestions. Superintendent Dr. Villar gave them an idea for consideration based on some conversations. Mr. Dillon asked about the possibility of redistricting and Superintendent Dr. Villar explained what is on the table with regards to this. Superintendent Dr. Villar mentioned how the Board of Education's official position was for a full day kindergarten and Mr. Dillon said this has to be factored in. Different future school construction project options were discussed.

Mr. Sorano mentioned how he and Mr. Biega would have to study all of the challenges that have been put in front of them to find out how they can solve the problems and they would have to put a price to this. Mr. Dillon asked if they had it in their budget right now to get conceptual drawings and layouts done of this. Mr. Sorano said they did.

Superintendent Dr. Villar confirmed with everyone what he was hearing with regards to the direction of moving forward with this (for the elementary part). A discussion took place with regards to this. Mr. MacDonald said they were set with regards to the direction for the elementary part and he asked if they were all set with regards to the middle school. Mr. Biega asked for the scope of work on this to be clarified. The scope of work was clarified. Superintendent Dr. Villar asked about the high school plan and this was discussed.

Mr. Sorano asked everyone if they understood the timing of all of this as far as the State Department of Education was concerned. He said June 30<sup>th</sup> of any year is the deadline. Mr. Dillon said they need a May referendum. Chairman Rivard said they have to discuss the strategy for a referendum and they will want to discuss whether they want the referendum in May or in November during an election. Mr. Biega said if they miss June 30, 2010 then they will miss an entire other year because they won't be in the bonding cycle. Mr. Dillon told everyone to remember that they need to go to the Town Council to get these approvals and this takes time. Mr. MacDonald told Mr. Sorano and Mr. Biega when they come back the next time in the next couple of weeks or so then they will know how close they are in getting to where they are going. Mr. Morse thinks West Hill School should be kept exactly the way it is in the plan and he said they should just look at Stevens School.

Mr. Dillon said they will almost need to meet bi-weekly and they have to be committed to doing this. He asked Mr. Sorano and Mr. Biega if they have the availability to help them meet and get to these deadlines. Mr. Biega and Mr. Sorano said they do.

A recess was taken from 8:10 p.m. to 8:16 p.m.

**3. Discussion of Cost Estimates Associated with Facilities Management**

Finance Director Connolly said at the last Finance Committee meeting, they started on a spreadsheet with regards to data they wanted to have. They also spoke about this at a Board of Education meeting. He expanded on the spreadsheet and there are two spreadsheets. One is for school data costs and one is for facilities costs. The direction of this was to try to get information gearing up towards the referendum. He got a hold of a key document called Schedule 1 of EDOO1, which is an annual report that the Board of Education must file with the state. Schedule 1 is for all of the town monies that are spent on the Board of Education. This is a detailed list from the town. The control number is \$3,832,881 and this is what the town spent on education for the 2008-2009 fiscal year. Mr. MacDonald asked about Rows 1 through 8. Finance Director Connolly explained what each row was.

Mr. MacDonald asked Finance Director Connolly if the town just gives some type of transmittal with one number on it when the town gives the number. Finance Director Connolly said they have a couple of categories. Mr. MacDonald confirmed that the town doesn't give anything like the breakdown Finance Director Connolly has. Finance Director Connolly said this is a bottom line number and it is not done by school.

Finance Director Connolly said he asked Finance Director John Mehr for the detailed financial reports and he got forty pages of those. Finance Director Connolly said he went over those page by page and those helped him break down where the money was spent. He ran into a problem when he came to the salaries because those were gross numbers so he had to go to Mr. Rich Cooke (Director of Facilities) to ask him what custodians are in what school. Finance Director Connolly had to figure out where the head custodians are and where the custodians are working. He explained more about this. Mr. MacDonald asked Finance Director Connolly if the town pushed the cost of the salaries of the tradesmen to the number reported to the state for the full cost of their salaries. Mr. MacDonald understands that these tradesmen also do work outside of the school system. He asked why there wouldn't be an allocation to spike out the difference (i.e. by square footage, etc.). Finance Director Connolly said these were the numbers that were reported to him and he doesn't know if this was backcharged to the town with regards to the tradesmen. Chairman Rivard asked Finance Director Connolly how he had arrived at this breakdown. Finance Director Connolly explained how he did. A brief discussion took place with regards to this. Mr. MacDonald asked what the role of support is of the town when they give a control number.

Chairman Rivard referred to expenses that had been on a previous slide and he said he didn't see the \$60,000 for the new boiler at Moser School. Finance Director Connolly thought this had been done before the fiscal year started and he also said this might have been paid out of the Capital Improvements Account.

Finance Director Connolly referred everyone to the financial detail for the full time salaries for the custodians. Mr. Dillon confirmed that the tradesmen work under Mr. Cooke and he was told they do. Finance Director Connolly spoke about the code that tells which school the custodians work for. The salaries are gross.

Finance Director Connolly said he had to make certain assumptions (i.e. for health and pension). He explained more.

Mr. Dillon asked how the number was formulated for water and sewer. Finance Director Connolly said there was one gross number for this and he explained what he did for the sewer cost. Mr. Dillon asked what the supporting documentation was and Finance Director Connolly said there was a lump sum. Mrs. Friday said the schools are metered. Mr. Dillon said the sewers are Ad Valorem. Mr. MacDonald said they will have to go back through the Town Manager with a request to have this type of information provided to them. Finance Director Connolly said this is fine as long as he knows what the protocol is.

Finance Director Connolly explained some more about what he had to do and he said there were some funny things he came across. He asked Mr. Cooke about those things.

Finance Director Connolly said he looked to see what the cost per student was when he finished going through the exercise. Moser School has the highest cost per student. Mr. Dillon said this is close between West Hill School and Stevens School.

Finance Director Connolly said the direction was to get ready for this Committee's meeting this evening with regards to the referendum and what the cost is to run these schools. He said this also starts to give them a handle on what the costs are if the Board of Education ever takes over the school buildings. He sat down with Mr. Cooke and went over this.

Mr. Dillon asked if this could be labeled "draft" and if it could be sent out to them electronically. Finance Director Connolly said that wouldn't be a problem and he said that Mr. Cooke asked for a draft of it. Mr. MacDonald told everyone his recommendation is that they look at this and they can compile one list through Superintendent Dr. Villar back to the town if there is additional information they need.

Finance Director Connolly told everyone that he had a hard copy of this for them this evening as well as a cover memo that explains some of the things he found as a result of this.

Finance Director Connolly referred next to the educational costs that the Board of Education had asked for with regards to breaking down costs by location. He explained that this was difficult to do because a lot of their costs are centralized. He allocated regular transportation by school.

He explained more about this and said he said he tried to figure out what the cost is per student by school excluding Special Education, benefits and out-of-town transportation. He gave more details about this.

Mr. Dillon thanked Finance Director Connolly and said this is what they need. Superintendent Dr. Villar said Finance Director Connolly spent at least twelve hours of solid time going through the financials.

Mr. MacDonald asked Finance Director Connolly if there was anything he wanted to share with them or things that he found odd or unusual when he was reviewing the details. Finance Director Connolly mentioned what Mr. Cooke had sent to him in an e-mail with regards to field costs. A brief discussion followed with regards to this. Chairman Rivard asked Finance Director Connolly if there were any other costs that he saw other than the lawn maintenance if they were to consider taking back the facilities. Finance Director Connolly said yes and he said this depends on what happens with the Capital Improvements Plan.

Finance Director Connolly told them they will have to watch for revenue on school rental if they take over the facilities. He explained what he did in Stonington.

A couple of miscellaneous questions were asked about them being billed when Police are used and a line item that there was for vehicle parts.

Finance Director Connolly told everyone that he can give them a hard copy of this. Superintendent Dr. Villar asked them if they wanted this electronically too. Mr. Dillon asked if they can get both.

Mr. MacDonald asked them if they wanted to look at the data and then get back to Superintendent Dr. Villar with questions that can be followed up on. It was decided they will do this.

**Moved by Frank Morse, seconded by Brian Dillon, to adjourn the meeting at 8:50 p.m.**

**FAVOR: ALL  
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_