CANTERBURY BOARD OF EDUCATION

45 WESTMINSTER ROAD

CANTERBURY, CONNECTICUT

**FACILITIES COMMITTEE MINUTES**

**Date**: June 8, 2017 Time: 10:30 a.m.

**Place:** Superintendent’s Office, Dr. Helen Baldwin Middle School

**Attendance**: Vivian Thumser, BOE Committee member and Acting Committee Chairperson; Walter Petruniw BOE member and minute taker; Tom Millerd, Facilities Director; and Dr. Lois DaSilva-Knapton, Superintendent of Schools.

**Agenda and committee actions:**

The meeting was called to order by the committee Acting Chairperson, Vivian Thumser, at 10:37 AM.

1. **Update on BMS Bathroom Renovations**: CIP funds were actively used for the bathroom renovations. Flushing kits and some hand sinks were replaced. Some old serviceable sinks were being reused at other locations. There were some issues with the universal flushing kits, and the size of the openings for the old plumbing fixtures.
2. **Update on Garage/Shed-Tom Millerd**: The building was being delivered and set up while the committee was in their meeting, thus the project is underway. However, the project is behind schedule but it is anticipated that it will be completed before the end of June.
3. **BMS Roof Committee Update**: Walt Petruniw read some email communications he had with the Board of Finance Chairperson advising him what the Building/Roof Committee will need to be done before a grant application could be completed. It was suggested that I contact the First Selectman and arrange a town meeting concerning the possible allocation of funds to cover the entire cost of the project to satisfy the grant application process. Walt Petruniw also reported what he learned from Director at EASTCONN that a deadline for grants applications is June 30th, and that the State could approve the grant by December, so the project would take place next year. Walt Petruniw sent an email, during the meeting, to advise the 1st Selectman of the possible deadline issue and asked about scheduling a town meeting before the grant deadline.

\*{*post meeting information: It was later learned from the State that on school construction projects and alterations the deadline for those projects is in fact June 30th; however, the roof project is an exception to that deadline*}

1. **Other Capital Projects**:
2. Issue with a large tree in the parking lot where a limb fell on a vehicle. Discussion about trimming or cutting the tree down followed. There was a question whether it was on the State right-of-way or school property.
3. Canterbury Elementary School oil tank replacement. There no longer is a STEEEP Grant available that could fund this project. Discussion about the tank being moved above ground verses replaced in the ground followed. That moving the tank is thought to be more costly than just replacing it back underground. Plans are to get estimates prior to September for this project.
4. CIP Committee requested all town departments to conduct a CIP Inventory of Capital equipment. They asked to have it done by their August meeting date (3rd Thursday). After discussion about the pending projects and available personnel that would be need to conduct an inventory, it was determined that additional time may be needed to manage to complete a thorough inventory. An October date was suggested as a likely date that such an inventory could be completed.
5. CIP Budget list was reviewed line item by line item. Discussion about those items followed. The business office is currently in the process of reconciling the school’s CIP Budget and figuring out which ones are closed out. For instance, it is thought that the fencing line item is spent and should reflect that on the line item list. Other projects are still active. It is anticipated that the school district will be purchasing possibly two busses this year. One to replace the wrecked bus from the accident that occurred this past year, and another as a scheduled replacement.
6. **Round Table Discussion:**

Tom Millerd submitted his annual summer projects list. The list contained 16 listed projects that are planned to be worked on over the summer at both the Canterbury Elementary School and the Dr. Helen Baldwin Middle School. The list was reviewed by the committee.

Vivian Thumser adjourned the meeting at 11:50 AM.

Respectfully submitted,

Walter Petruniw