

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**FACILITIES COMMITTEE MEETING**  
**Tuesday October 3, 2023**  
**Wilton-Lyndeborough Cooperative MS/HS-Admin Conference Room**  
**6:00 p.m.**

Videoconferencing: [meet.google.com/uwt-qtqb-eki](https://meet.google.com/uwt-qtqb-eki)

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**I. CALL TO ORDER** Called to order 1802. Present are Geoffrey Allen, Tiffany Cloutier-Cabral, Jonathan Vanderhoof, Fran Bujak, Kristie LaPlante, Peter Weaver, Leslie Browne. Alex LaVorme arrived at 1817.

**II. CIP POLICY - ADJUSTMENTS TO MR. BUJAK'S PROPOSAL**

Discussed whether or not the committee has authority to form subcommittees based on Policy Committee feedback that we do not.

Ms LaPlante expressed concern about pushing off filling out the CIP for too long. Mr. Allen was concerned about getting too far ahead without the policy being approved yet.

Mr. Vanderhoof stated he felt the policy was too detailed. Ms. Cloutier-Cabral said we could clean it up and discuss what should be on the CIP rather than in a maintenance schedule. She expressed concern about limiting participation and placing guidelines, and after discussion agreed the policy doesn't do that. Mr. Vanderhoof suggested we stipulate the desire for each school board member serve 3 years and eliminate any other verbiage surrounding that. Mr. Allen stated he believed we should be focused on content and leave it up to the policy committee to write the policy.

Ms. Cloutier-Cabral stated if there was no other policy work and we were leaving it to the Policy Committee then she would like updates on existing policy. Not a formal summary, but just a catch up.

Ms LaPlante stated B Wing Bathrooms should be completed by November 1st. Art Room project is majority complete.

Mr. Allen asked for original estimated completion date for art room and Ms. LaPlante said she believes it was just 23-24. She said Locker Room committee is meeting October 12 and they are working on quotes.

Ms. LaPlante said the gym windows was put on hold due to estimates being \$20,000 higher than expected. Mr. LaVorme asked if we should focus on ongoing projects instead of new projects, specifically bathroom. Mr. Weaver said we don't want to focus on just one project at a time, and the gym windows need to be discussed due to the increased cost. He thinks we're in a good spot. He expects the B Wing bathroom to be done by the end of the month. Ms Cloutier-Cabral asked what the plan was for gym windows. Mr. LaVorme asked if we got a quote on them and if it would be honored. Ms LaPlante stated it was expired. Ms. Cloutier-Cabral and Mr. Vanderhoof stated they thought the gym windows were an emergency when it was proposed and weren't sure why it wasn't done. Ms. LaPlante stated it was tabled due to other projects. Mr. Vanderhoof expressed concern that the gym windows were brought forward as huge deal that needed to be fixed and now it doesn't seem to be. Ms. Browne agreed with Mr Vanderhoof. Ms Cloutier-Cabral said it should be an agenda item for the next school board meeting. Mr. Weaver said they are still concerned, but they need to determine the funding. Mr Allen said he thought this was being done and the committee said that moving forward we should have a project review period at the beginning of every Facilities Committee meeting. Mr Bujak expressed concern that it seems there is only one quote for a \$60,000 project. Ms. Cloutier-Cabral asked if we had updates on boilers. Ms LaPlante said they had an October 15th deadline for policy change, but since it doesn't appear to be changed they intend to move forward to receive quotes. Mr. LaVorme asked about what is involved in the wood boiler. Mr Crouse explained how pellet boilers operate.

Mr. Allen stated that if everyone is OK with the policy information, they'll just send it off to the Policy Committee and let them work with the attorney on the verbiage. Ms Cabral agreed, and said we'd really like a comprehensive policy that includes historical events. Ms Browne brought up the windows and asked if the policy will provide guidance about what to do in a case like that? Mr. Allen said no, but this committee will review projects and provide guidance to the school board.

Mr. Allen asked if everyone had seen the addendum to propose CIP additions. The committee had, and Ms LaPlante expressed the need for such a form but said the sample she provided needed to be adjusted. Mr. Bujak asked if we wanted the form to be used for maintenance items as well, allowing for

the committee to decide where to go. Mr. Allen asked what the current process was for determining maintenance or CIP. Ms LaPlante said it was a recent discussion, but we should use the form strictly for the CIP.

Ms Browne asked if there was a list of shovel ready projects. Ms LaPlante said they haven't started that yet, but will after the budget process. Ms Browne asked if Mr Erb was giving a report during the school board meeting. Ms LaPlante said now. Mr. Allen said that would be outside the scope of the committee. Mr Weaver said that report was included in the Superintendent's Report and the Business Manager's Report. Mr. Bujak said those reports were historically done by the Facilities Director to the Facilities Committee. Mr. Allen said as he thinks about the nature of committees and how they work, Mr Erb should probably report to the Facilities Committee and the Committee should report as necessary to the School Board. Mr Bujak wondered what the purpose of the committee would be if we didn't do that. Mr. Weaver expressed concern about redundancy and said it makes sense if we can cut out all the other reports and handle it here.

Discussion was had about the gym windows again, and Mr. Bujak stated that the new quotes should come back to the Facilities Committee. Ms LaPlante was concerned about having the committee review the quotes when in other areas the quotes are handled by the Business Administrator, Facilities Administrator, and Superintendent. Mr. Bujak strongly disagreed and said he has never seen the School Board and Committee bypassed in the past. Ms Cloutier-Cabral agreed and stated it's about checks and balances. She said it protects them as well as allows the elected officials to do what they are elected to do. Mr. Allen said he agreed and that's a primary purpose of the Facilities Committee. We're just doing our due diligence and making a recommendation to the School Board.

Mr. Allen appreciated that we can have these discussions without anyone taking it personally. He said for next meeting he will send out a sample CIP to build out. Mr Vanderhoof asked what was meant by "build out". Mr. Allen said he meant just transfer existing projects to the new CIP. He said he'd like to see a sample submission form and asked if Ms LaPlante could do the transfer if he got her the form early enough. She felt she could.

CIP Funding presentation and warrant article is due to be presented November 28th.

Mr Bujak stated he wouldn't be available for the next meeting. Discussion about member availability ensued, with the next meeting being decided to take place November 9 at 1800.

### **III. PUBLIC COMMENT**

### **IV. ADJOURNMENT** Adjourned at 1906

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