

Regional School District 13
Board of Education
Utilization Committee Meeting

December 4, 2014

Committee Members Present: Robert Fulton-Chair, Kerrie Flanagan, Merrill Adams, Norm Hicks.

Administrators Present: Dr. Veronesi

Chairman Fulton called the meeting to order at 4:04pm.

Mrs. Adams made a motion to correct the minutes of November 18, 2014. Mr. Lenihan worked in Region 10 not Region 6. Mr. Hicks seconded the motion. Minutes as corrected: all in favor.

Review scope of analysis

The committee reviewed Mr. Lenihan's background: Business Manager in Region 10 for 13 years, Finance Director in Marlborough, Legislative Liaison for CASBO. CPA, and insurance and served on the Board of Education in Region 8. Mr. Lenihan reviewed his background and his ability to make a commitment to assist the district through June of 2015.

The committee will review the scope of Mr. Lenihan's work. Mr. Lenihan needs some factual data including the actual costs associated with running our buildings. A current baseline for each building needs to be created. In looking at option C3, this gives us a starting point. It is important to create a timeline and cost out impact of project. He reviewed the various details that would need to be costed out. The committee discussed issue of impact of costing out project over time.

How will we track work over time? How will we account for moving costs over time i.e. staff moving to other buildings which simply shifts the costs?

Impact of MBR and impact on savings. There is a provision in MBR for closing buildings.

What's the best educational solution? Develop assumptions i.e. phased approach or do it all as soon as possible. Another phase of our work includes the visioning and working in conjunction with educational planning. The first step is to get a baseline in place for all 6 schools. Suggested baseline year as 13-14 because we have actuals. Create multiple timelines given various scenarios.

Can Dattco do a projection analysis? Yes the bus company has routing software. Potentially go from 3 tiered system to 2 tiered.

The committee needs to get architectural/engineering advice early on in the process in order to know what the number is when go to referendum. The referendum needs to be done to file ED049.

Committee discussed various phase-in options including lease options if we thought we needed to re-claim the building at a later date.

Utilization Committee can make a recommendation about a phased closing.

What is the legal authority for the district in terms of disposing of buildings? We can reach out to CABA to get something in writing that defines our authority. The Board needs to define the scope and responsibility, decision making that is associated with the Board.

Mr. Lenihan's projected scope of work: \$550 per day. He will create a proposal that includes a limit for expenditures for his work. The committee agrees to work with Dave Lenihan as a consultant. Mr. Melnik and Dr. Veronesi will work out the details

Given the elongated timeline of the process the committee will look at a phased-in plan.

DRA Utilization Study

Cover letter was given final edit.

After BOE hand deliver to people identified in last meeting.

Dr. Veronesi will contact Mr. Fielding to ask for email addresses for the committee and a standard response. The next meeting will be January 13, 2015

Mr. Hicks made a motion to adjourn. Mrs. Adams seconded the motion.