

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE
Tuesday, March 2, 2021
Long Range Plan Sub-Committee
4:30 p.m.
Google Meet

The Long Range Plan Subcommittee meeting of the Westbrook Board of Education will be held on Tuesday, March 2, 2021 at 4:30 p.m. via Google Meeting. To join the meeting you have the following two options:

Method 1

1. Visit <https://www.westbrookctschoools.org/groups/5650>
2. Click the link provided at the time of the meeting.

Method 2

1. Navigate to <https://www.westbrookctschoools.org>
2. Click "Departments"
3. Click "Westbrook Board of Education"
4. Click the link provided at the time of the meeting.

AGENDA

- I. CALL TO ORDER – 4:30 p.m.
- II. ELECTION OF OFFICERS – Vote Anticipated
 1. Chairperson
 2. Secretary
- III. APPROVAL OF MINUTES
 - A. November 10, 2020 (Enclosure #1)
- IV. NEW BUSINESS:
 1. Review current plan (2021-26) & letter to Board of Finance (Enclosures #2 & 3)
 2. Review RFQ/P for Daisy Projects – discussion and approve
 3. Discussion/Authorization for high school RFQ/P projects
- V. ADJOURN



WESTBROOK PUBLIC SCHOOLS

To: Board of Finance Members and Town Finance Director

RE: Capital improvement Plan 2022-2026

From: Dr. Kristina Martineau, Superintendent; Lesley Wysocki, Business Manager

Date: February 11, 2021

Dear Members,

As you may recall, the Board of Education submitted a comprehensive Capital Improvement Plan for 2021-2025 including all the project information and projected financial pages. This plan was based on an updated facilities study completed in 2019. Also identified in that plan were a few large future considerations beyond 2025, which will require further cooperative discussions and financial planning.

Presently, we are recommending no changes to that proposed plan or to the project summaries. We are currently developing RFP's for the projects slated for the 21-22 year, which ideally will need to be completed over the 2021 summer. We are hopeful for a swift approval of this funding transfer upon approval of the 22-26 plan. The only adjustment that may need to be made is to the actual number of units (in some cases) to be replaced per year, based on these formal bid responses. Our intention is to stay within the total projected cost (\$265,000) for 21-22. This may mean going forward (22-23, 23-24), that proposed figures may change for CIP 23-27 and/or projects may need to extend into 24-25 pending cost updates and funding availability.

An updated facilities study would be recommended in 2024 or 2025 to maintain appropriate planning and maintenance of our buildings, potentially in the 2023-2027 plan.

Thank you for your consideration.

[illegible]

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE
Tuesday, November 10, 2020
Long Range Plan Sub-Committee
6:30 p.m.
Google Meet

MINUTES

Members Present: Michelle Palumbo, Don Perreault, Christine Kuehlewind, Zachary Hayden

Also Present: Dr. Patricia Charles, Interim Superintendent; Lesley Wysocki, Business Manager

- I. **CALL TO ORDER:** The Long Range Plan Subcommittee meeting was called to order at 6:32 p.m. by M. Palumbo, Chair.
- II. **APPROVAL OF MINUTES**
 - A. February 4, 2020: **MOTION** by Z. Hayden and **SECOND** by C. Kuehlewind to approve the minutes of February 4, 2020. Vote unanimous.
- III. **NEW BUSINESS:**
 1. Review four year plan: The LRP Committee reviewed and discussed the 4-year plan as submitted.
 2. Update of 2020-21 projects: The Committee was given an update of the projects completed including kitchen hood and playground.

Mrs. Lesley Wysocki reviewed the history for new members (Facilities Study, using Roger LeFleur) and the current status of 2021-2025 CIIP. A potential addition to 2021-2022 may be the cleaning of the middle school air handling units (still pending air quality testing).

There is some question whether or not bonded funds for the theatre upgrades can still be used. The Committee may approve funding from the undesignated fund balance to complete this project. There is still funding available for cafeteria equipment. The Food Service Director is evaluating the potential to purchase a new natural gas stove at Daisy. This may also be an addition to the 2021-2022 plan, but there is still an open project budget; no additional funding will be required.

The Committee gave permission to the business manager to move forward with the required documentation to submit to the town for Capital Improvement Requests 2022-2026.

Another meeting should be scheduled in January or February to formally approve the 2022-2026 plan.

- IV. **ADJOURN:** **MOTION** to adjourn at 6:58 p.m. by Z. Hayden and **SECOND** by C. Kuehlewind. Vote unanimous.