

**LEBANON BOARD OF EDUCATION  
PHYSICAL PLANT/FACILITIES SUBCOMMITTEE  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
January 8, 2013 - SPECIAL MEETING – 6:30 PM**

**MINUTES**

**ATTENDANCE**

PRESENT: James Mello, Chair  
Sandra Tremblay  
Keith Wentworth

**ALSO PRESENT:** Superintendent of Schools Janet Tyler; Lebanon Elementary School Principal Andrew Gonzalez; Director of Special Services Sandye Simon; Facilities Director Kevin French; Melissa Hofmann, Darcy Battye

**I. CALL TO ORDER**

James Mello called the meeting to order at 6:30 PM at the Lebanon Middle School Media Center at 891 Exeter Road, Lebanon, CT.

**II. REVIEW AND DISCUSSED**

1. Surplus items were identified:
  - One (1) Scag lawnmower, zero turn
  - Two (2) Bolens snow blowers, 6 horsepower
  - One (1) Simplicity snow blower, 8 horsepowerThey will be offered to the Town.
2. LMHS room signs – Shadow box, brail signs are being installed in the hallways to identify all rooms at Lyman Memorial.
3. Capital Plan 2012-2013:
  - A discussion of Capital Expenses was led by Kevin French.
  - Price quotes will be for current Capital and Maintenance expenses.
  - The subcommittee requested that the budget note completed projects and all monies associated with these going forward. The Board of Finance will be asked to edit the current approved budget document layout.
4. Security:
  - In response to the Newtown tragedy, a discussion of our school's current and requested security systems was led by Kevin French. The safety of Lebanon's students is a town responsibility and not only the individual schools. A safety assessment should be initiated immediately and a roundtable discussion will be scheduled to meet with all Lebanon's stakeholders within schools and in the town. There is a need to revisit the "Chain of Command" due to the chance of any pending catastrophe.

Meeting Adjourned at 7:17 PM

Submitted by,  
Lynn Mastrangelo  
Recording Secretary

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