

**LEBANON BOARD OF EDUCATION
FINANCE/FACILITIES SUBCOMMITTEE
SPECIAL MEETING
LEBANON MIDDLE SCHOOL CAFETERIA
NOVEMBER 10, 2020 - 6:45 PM.**

MINUTES

PRESENT: Nicole McGillicuddy, Mark DeCaprio, Danelle Person, John Konow, Sarah Haynes, Superintendent Robert Angeli, Kevin French, Facilities Director.

I. CALL TO ORDER

N. McGillicuddy called the meeting to order at 6:51 p.m.

II. SNOW/ICE REMOVAL

There was a snow/ice removal committee formed. They met to see if there is a different way to do our snow and ice removal. Right now there is a contractor that comes in to do all three schools and they are paid a set amount regardless of how much snow we receive. The subcommittee talked about combining forces with the town and DPW to remove snow from the schools. We are currently in the 3rd year of a five year contract and there is no increase in price this year, but next year there will be. The subcommittee talked about investigating the language and possibly updating the contract to differentiate payment based on snowfall totals. The town has limited resources with a lot of ground to cover. Clearing the walkways is in the list of duties of the custodial staff but only one custodian expressed interest in snow/ice removal. It was brought up that other custodians might be interested if there was a stipend, but hourly employees do not usually get stipend but are offered overtime. Currently the snow contract is on annual renewal. The next meeting will be 12/17/2020.

III. LIGHTING UPDATE

Titan Energy was slated to do an audit of our lighting, but they will no longer be doing it, so Best Practices has taken over. The rebates for the State of CT have been extended to February 2021. Best Practices will have an update on our lighting and proposals by our next BOE meeting.

IV. VENTILATION SYSTEM UPDATE

LMHS only has one issue regarding a fan. LMS is all set. At LES there are two fans that need to be replaced but K. French is going to contact the building inspector to at least inspect the middle school and high school. The two fans at LES were planned to be abandoned when the Board did the renovation in the early 2000's so we are bringing those two fans back on. All the MERV filters have been changed.

V. LYMAN OIL TANK UPDATE

K. French, R. Laskarzewski, J. Apicelli and Superintendent Angeli met with Scott Atkins from Anchor Engineering as well as Sally and Mike from KROPP. The project is about one month behind. They did the testing of the soil and there was no sign of oil leakage. KROPP is ready to pump the existing oil out into a separate tank. The tank will now be abandoned and remain in the ground and a filler will go into the tank so it will stay in place. The soil underneath will still need to be tested to make sure there is no contamination. KROPP is adding in stairs and pad at no extra cost to the Lyman Oil Tank so that there is easy access to check and fill the oil tank. There will most likely be a gate or some type of security on the stairs. The project is to be completed by December 2, 2020 at the latest, but is anticipated to be completed by next week.

VI. 2021-2022 BUDGET

In the BOE packet there is an annual letter from the BOF about budget guidance for fiscal year 2021-2022. There are blank copies of new capital budget forms also in the packet. There is a budget calendar included in the board packet with highlighted dates that apply to the BOE. Preliminary capital requests are due 1/7/21 and final budget requests are due 1/22/21. The subcommittee will most likely start meeting bi-weekly starting in December.

VII. COVID-19 PURCHASES UPDATE

About \$67,000 will be submitted to FEMA for purchases from the 19-20 school year. If we need additional money for purchases that have been made in 20-21, specifically PPE products, we may have to request from the town.

VII. ADJOURNMENT

The meeting was adjourned by N. McGillicuddy at 7:24 p.m.

Respectfully Submitted,

Melissa Hashem
Board Clerk