

**Lebanon Board of Education  
Finance Subcommittee Meeting  
Lebanon Middle School (LMS) Library  
February 8, 2023 – 4PM**

**Minutes**

**PRESENT:** Brian Green, Bruce Calef, Sarah Haynes (BOE Chair; arrived 5pm)

**ALSO PRESENT:** Superintendent Andrew Gonzalez, Valerie Belles (Business Manager), Jacques Dulac (Director of Information Technology)

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- I. **Call to Order:** Brian Green called the meeting to order at 4:13 PM.
- II. Mr. Gonzalez asked if we could add item VIII: Non-lapsing to the agenda. All voted in favor. So moved.
- III. **Facilities Capital List:**
  1. Facilities capital list was updated extensively (attached):
    - a. This capital list was updated for items that had dropped off over the years, and also the list was prioritized as requested in the last subcommittee meeting.
    - b. Proposed expenses were updated through FY27-28.
    - c. All priority (1) items are reoccurring and needed for each fiscal year, which is why there are marked highest.
    - d. Priorities (2-5) are considered safety and/or security issues.
    - e. Item (6) will need to be taken care of sooner rather than later as that HVAC unit not only needs replacing, but it has also caused ceiling issues within that room. Price includes ceiling repair.
    - f. TBD Item (LES gym floor): Because it has not been ascertained where the water is coming from that is causing the floor to rot/bubble, there is no cost associated with this action. We must wait until the water source is discovered and mitigated before we discuss next steps on repair/replacing the floor.
    - g. Page (2) of the Facilities Capital listing is all of the large ticket items that are needed. We will discuss bonding possibilities with the Board of Finance (BOF).
    - h. The Chair inquired if we could expense during the year, any item under \$5,000 as it is below the capitalizing threshold. Mr. Gonzalez will consider this request for feasibility.
    - i. There was considerable discussion on what has been received from the BOF over the last several years related to facilities capital dollars. The BOE has received \$100,000 as of late. While much appreciated, the dollar amount has not been sufficient in order to keep up with needed repairs and replacement. Mr. Calef stated that we should ask for what is needed in order to get us caught up, which would be \$358,000. While discussed later (item VIII), the total being requested from the BOF will be \$458,000; to include up to \$100,000 for a long-term study, as suggested by the Board of Selectmen (BOS).
    - j. The subcommittee voted and unanimously approved; \$458,000 will be requested for FY23-24 facilities capital and brought to the full board at our 14 FEB 2023 meeting for action/approval.

**IV. Technology**

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- a. We have a need to add more money to next year in order to get “caught up” with technology/infrastructure as there hasn’t been enough funding for in the past few years.
- b. The subcommittee voted and approved; \$213,000 will be requested for technology’s capital request for FY23-24 and brought to the full board meeting on 14 FEB 2023 for action/approval.
- c. As an example, we currently have (64) smart boards that are in desperate need of replacement. The subcommittee chair stated that he was concerned, as we don’t want to be in a habit of having to replace that large of a number all at once, as the equipment tends to expire all at once. Mr. Dulac stated that with the refresh plan, he would stagger replacement of technology as needed.
- d. Further, the technology capital received from the BOF has been \$90,000 for the last several years. This is the same amount received *before* we had one device per student (1:1).

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**V. Athletics**

- a. The athletics capital request has a top priority of the LMHS track replacement.
- b. Historically, the athletics department has received \$30,000 from the BOF annually.
- c. The subcommittee voted and unanimously approved; \$310,000 will be requested for the athletics capital request for FY23-24 and brought to the full board meeting on 14 FEB 2023 for action/approval.

**VI. Review of FY23 Budget**

- a. The chair asked Ms. Belles if there has been anything of concern in the current year’s budget. She stated that she didn’t believe so, but that she’s updating the numbers for our full board meeting next week and will inform us then.

**VII. FY24 Budget**

- a. Mr. Gonzalez and Ms. Belles brought the subcommittee through the updated full budget assessment for FY24.
- b. As stated previously, Mr. Gonzalez has worked the budget numbers down from about +7.2% to initially +3.70%. With updated information on utilities and negotiations with paraeducators and secretarial staff, the projection is now +4.61%.
- c. Mr. Gonzalez stated that different districts around Lebanon, and throughout Connecticut have begun to populate their projected budgets. Mr. Gonzalez gave the subcommittee examples of (7) different districts, and the average increase for their FY23-24 budget(s) was 5.28% thus far with those reporting.
- d. The 4.61% budget number is really the bottom line, as Mr. Gonzalez has accepted early retirements from several educators, renegotiated the bus contract with M&J, moving to a new insurance carrier, and contract requirements for district educators and staff.
- e. The subcommittee voted and unanimously approved to bring the updated FY23-24 BOE budget request to a full board meeting vote on 14 FEB 2023 for action/approval.

**VIII. Long-Term Planning Study**

- a. Mr. Gonzalez, Ms. Haynes (BOE Chair), and Mr. Green (BOE Finance Subcommittee Chair) met with the BOS on Tuesday 7 FEB 2023 at 5pm at the Lebanon Town Hall.

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- b. Mr. Gonzalez thanked the Board for allowing us to speak and bring forward this proposal of a long-term comprehensive planning study for the district.
- c. Mr. Gonzalez, Ms. Haynes, and Mr. Green all spoke about the importance of such a study. There is and has been, much discussion over the last few years about what the needs of the district *really* are. Also, that our buildings need, in some cases, millions of dollars of work to be done. While there is much speculation about what is needed/not needed, the BOE feels that this type of study would end the speculation, as it would provide facts about expected enrollment, status of district buildings (schools) and the state of each of those physical plant(s), and well as recommendations for next steps that should be taken by the Town/District.
- d. Mr. Gonzalez stated that we have a soft dollar figure of not-to-exceed \$100,000 for this type of study, based upon one vendor's insight.
- e. There were several questions asked of BOE members, including if we had brought this in front of the BOF for action. Ms. Haynes and Mr. Green spoke that it was imperative for the BOE to bring ALL parties, and that it would have been irresponsible on the BOE's part if they subverted the Board of Selectmen.
- f. The First Selectman and Selectman Petrie-McComber spoke that with the priority being a Town Garage replacement, this request may not be a top priority.
  - i. Selectman Smith, Selectman DeCaprio, and Selectman Chesmer spoke in favor of the study.
  - ii. Selectman Chesmer stated that we should be able to do both a Town Garage, and also this very important study.
  - iii. As a note: Mr. Mike Nintean spoke during public comment section of the meeting in favor of this long-term study, and well as in favor of two other areas he felt to be a top priority for the Town.
- g. Ms. Petrie-McComber stated that she believed the Town put about \$13M into LES and LMS not that long ago. Mr. Phil Chester (Town Planner) stated that what she spoke of was done in 2005-2006; almost (20) years ago.
- h. The BOE will get on the next available BOF meeting in order to bring this proposal forward.
- i. Mr. Gonzalez, Ms. Haynes, and Mr. Green thanked the board for their time and attention to this matter.

**IX. Non-Lapsing Funds**

- a. Mr. Gonzalez brought forward items for immediate repair or replacement, that have been on the approved capital list; to utilize non-lapsing funds for these items:
  - i. LES water heater replacement
    - 1. Emergent need: \$29,168
  - ii. LMS heat recovery wheel replacement
    - 1. Emergent need: \$9,673
  - iii. LMHS masonry block replacement
    - 1. Emergent need: \$4,000
  - iv. IT Infrastructure

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- 1. Network Infrastructure - Wi-Fi: \$10,000**
  - 2. Student Refresh - Chromebooks: \$17,500**
  - 3. Student Refresh - LMS Lab Upgrade: \$22,000**
  - 4. Student Refresh - LMHS Lab Upgrade: \$14,400**
  - 5. Safety & Security Upgrade - LMHS Camera (fields): \$30,000**
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- b. The subcommittee voted and unanimously approved to bring these items forward to the full board meeting on 14 FEB 2023 for action/approval.**
  - c. If approved by the full board, any of these items on the current capital request list(s), will be removed and the list capital request list(s) will be updated accordingly.**
- X. Brian Green adjourned this meeting at 5:35pm. The next meeting will likely be held on 7 MAR 2023 at 5pm in the LMS Library, immediately following the BOE Facilities Subcommittee meeting.**

**Respectfully Submitted by,**

**Brian Green, Finance Subcommittee Chair**

# FY 2023-2024 CAPITAL BUDGET REQUEST

Department: Facilities			Point of Contact: Kevin French		Email: kevin.french@lebanonnc.org				
Priority	Requested Items(s)/ Project(s)	Total Request	New/Replace/ Maintenance	Benefit of Purchase	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
1	Comprehensive study	\$ 100,000	New	District wide comprehensive study to determine the future use of our school district	\$ 100,000				
1	District Electrical Upgrade	\$ 20,000	Replace/new	Dependable power source. Code compliance. Fire Marshall recommendations	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
1	District Exhaust fans replace	\$ 10,000	Replace	Replacement of failed equipment. 75-80 existing exhaust fans district wide. Life expectancy vary depending on usage.	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
1	District Catch Basins, clean, replace	\$ 20,000	New/Maint	Proper drainage for driveways. Currently need to replace 2 then allocation to cover failures.	\$ 20,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
1	District Line stripe, crack seal, sealing	\$ 40,000	Maintenance	Safety of parking lots and to protect asset depending on wear and tear and condition of lots.	\$ 40,000	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000
1	District Tree trimming/removal	\$ 10,000	Maintenance	Safety of grounds and facilities	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
1	District HVAC upgrades	\$ 60,000	Replace	Upgrade/replace existing. Proper ventilation and code compliance of failing equipment	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
1	District Engineering Services	\$ 10,000	New	To support projects and RFP's throughout the district. Previously used for make up air units, asbestos, window projects etc.	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
2	District doors and hardware	\$ 40,000	Replace	Safety/security of students. Interior doors district wide are original to each building.	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
3	District Security camera	\$ 25,000	Replace/new	Additional safety and security of parking lots, additional areas in schools, athletic fields.	\$ 25,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
4	Window safety film	\$ 150,000	New	3M safety film on windows to slow potential projectiles going through window. Previous quote was for all lower level windows district wide.	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5	District Burglar alarm	\$ 30,000	Replace	Security and safety of buildings. Current systems are original to buildings and obsolete, can not get replacement parts. Targeted to start at LMS. Price projected for all buildings	\$ 30,000	\$ -	\$ -	\$ -	\$ -
6	HVAC - Art room LMS	\$ 40,000	Replace	Replace existing stand alone HVAC unit to ensure proper temp and humidity levels. Ceiling work also included	\$ -	\$ 40,000	\$ -	\$ -	\$ -
7	District Bathroom renovations	\$ 20,000	Replace	Bathroom renovations across district to ensure proper sanitation and safety in aging buildings. Updating original fixtures and equipment.	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -
8	District painting	\$ 30,000	Maintenance	Fresh appearances and protecting interior and exterior assets. Common areas have been updated. Moving into classrooms/bathrooms	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
9	Lyman window blinds	\$ 13,000	Replace	Continue replacement of metal blinds to solar shades. Improves security, energy efficiency and learning environment. Targeted area main floor at Lyman	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	\$ -
10	Lyman locker room renovations	\$ 100,000	New	New configuration of locker rooms along with ceilings, showers, toilets and fixture upgrades	\$ -	\$ -	\$ 100,000	\$ -	\$ -
11	Lyman Auditorium lights and sound	\$ 100,000	Replace	LED lighting to improve energy efficiency and upgraded sound to better hear events	\$ -	\$ -	\$ 100,000	\$ -	\$ -
12	Lyman Auditorium seating	\$ 40,000	Replace	Appearance and comfort for attendees	\$ -	\$ -	\$ -	\$ 40,000	\$ -
TBD	LES gym floor	TBD	Repair/replace	Repair or replace gym floor due to water infiltration. Includes repair of water infiltration issue.	TBD				
					\$ 458,000	\$ 338,000	\$ 473,000	\$ 280,000	\$ 240,000
									(TURN OVER)
FY 2023-2024 CAPITAL BUDGET REQUEST - LONG TERM PROJECTS									





FY 2023-2024 CAPITAL BUDGET REQUEST										
Department: Athletics - Lebanon Public Schools			Point of Contact: Scott Elliott							
Priority	Requested Item(s)/ Project(s)	Total Request	New/Replace/ Maintenance	Year of Purchase	Benefit of Purchase	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
1	Track Resurfacing/Certification	TBD	Replace	23-24	Track running surface replaced/repairs	\$ 200,000	\$	\$	\$	\$
2	Donkey - Portable Press Box	\$ 40,000	New	23-24	Portable press box/PA system for softball field, track complex, tennis courts, etc.	\$ 40,000	\$	\$	\$	\$
3	Outdoor Wifi For Athletic Fields	\$ 10,000	New	23-24	Wifi access for athletic fields	\$ 10,000	\$	\$	\$	\$
4	Camera Coverage For Outdoor Athletic Facilities	\$ 30,000	New	23-24	Safety/Security for outdoor athletic facilities	\$ 30,000	\$	\$	\$	\$
5	Seating Project - Softball - includes engineered plans, site design and layout	TBD	New	23-24	New seating opportunity for softball field to comply with Title IX	\$ -	\$	\$	\$	\$
6	LMHS Soccer Field Drainage Repair	\$ 30,000	Maintenance/ Repair	23-24	Fix drainage issue impacting field playability after rain	\$ 30,000	\$	\$	\$	\$
7	Build/Renovate Weight Room/Fitness Room/Wrestling Room	\$ 500,000 - 1,000,000	New/ Renovate	24-25	Build new structure to benefit PE programs and wrestling program. Allocate space for programs	\$ -	\$ 500,000 - 1,000,000	\$	\$	\$
8	Irrigation system for soccer, baseball, softball and multipurpose fields - per study conducted by Tom Irwin Co.	\$ 475,000	New	25-26	Maintenance and improved playability of athletic playing surfaces at both LMHS and LMS	\$ -	\$	\$ 475,000	\$	\$
9	Renovate Track/Soccer Complex	\$ 1,000,000	Replace	25-26	Renovate concessions/bleachers, add storage/tickets/bathrooms	\$ -	\$	\$ 1,000,000	\$	\$
10	Light Athletic Complex	\$ 1,750,000	New/Replace	26-27	Replace lights on soccer field, add lights to baseball/softball/multipurpose field/tennis courts				\$ 1,750,000	
11	Concessions/Storage/Tickets/Bathrooms at Baseball/Tennis Facility	TBD	New	27-28	Build new structure to add concessions, storage, tickets and bathrooms for baseball/tennis and multipurpose facilities					TBD
	Totals	\$ 3,335,000				\$ 310,000	\$ 500,000 - 1,000,000	\$ 1,475,000	\$ 1,750,000	\$ -