

Received: January 25, 2016  
11:21 am  
Office of the Town Clerk

**Regional School District 13  
Utilization Study Committee  
January 20, 2016**

Committee members present: Kerrie Flanagan, Victor Friedrich, Merrill Adams  
BOE Members present: Jeremy Renninghoff, Francis Willett, and Bob Moore  
Staff Members present: Dr. Veronesi, Mr. Melnik  
Guest: Mr. Ed Arum, Consultant

The meeting was called to order at 6:00 p.m.

Public comment: None

On a motion by Dr. Friedrich, second Mrs. Adams, agenda was unanimously approved.

Mrs. Adams made a motion, second Dr. Friedrich to accept the minutes to the meeting of December 17, 2015.

There was discussion concerning the minutes, regarding them not portraying the discussion accurately. There was nothing specific that was changed but it was decided that the committee chair will review future minutes prior to distribution.

The minutes were unanimously approved.

Dr. Friedrich said he wanted it to be clear that it has never been the intention of the committee to close the Integrated Day program.

The cost implications for both this committee and for the Alternative Building Use Committee for the next school year were discussed. The plan is to go out for an RFP this year for a School Design Development Study. \$75,000 was allocated in this budget for that purpose but some of that money is being spent on appraisals and other costs associated with these committees. It is anticipated that about \$40,000 will remain and can go towards the study. It is estimated that the study will cost between \$60,000 and \$100,000.

Mr. Melnik suggested putting money in the 2016-17 for the balance of the cost of the study and he will negotiate with the vendor to see if they will take final payment after July 1<sup>st</sup>. The study may not be complete until after that date anyway.

Many of the other costs are unknown until a timeline is finalized. Mr. Aram said the timeline will be determined by the RFP. Mr. Aram distributed a handout of the scope of services that he will be looking for in the RFP for the School Design Development Study. The list was reviewed

and a review of educational requirements and input from educators in the district was added to the list of items that will be expected of the winning firm.

Mr. Melnik said if we have two elementary schools, we need to be sure that the enrollment at each will support full reimbursement rates from the State of Connecticut.

Mrs. Flanagan would like to revisit the reasons why the committee feels that Lyman is the school that should close. It has been a while since it was discussed and before the committee goes to the full board for support it should be reviewed. It will be put on the agenda for the next Utilization Committee meeting.

Dr. Friedrich suggested that the Utilization Committee share the vision of having four schools in the district with the entire Board of Education; two elementary, one middle and one high school.

Mr. Melnik discussed the appraisals of Korn and Lyman what were asked for from the Alternative Building Use Committee. We have two qualified firms ready to conduct the appraisals. It was decided to move forward with only one appraisal on each school. The cost of the appraisal is \$5,200 for both locations.

Mr. Arum explained that the RFP will lead to the creation for the construction documents. The architect will not need to be budgeted for until the 2017-18 budget. It was decided that the target date for the RFP for design development to be ready will be March 1, 2016. Mr. Arum suggested that a referendum could take place this November in order to have the documents to the state for approval for next year. The committee felt that this timeline would be too rushed. With that in mind the completion date for the response to the RFP was extended to a September 1, 2016 deadline. It can't be any later than that so the budget implications for the 17-18 budget are known.

The communication plan was discussed. Dr. Veronesi will ask Rich Fielding, Technology Director to come to the next meeting to discuss the plans for the website. It was decided that resource documents will be posted on the website. Agendas for all meetings will be sent out to all BOE members. Google doc folders will be created for sharing documents and information within committees. It was decided that the final agenda item each meeting will be: "Anything to go out" – and information to be posted on the website or updates to the Frequently Asked Questions will be determined.

Mrs. Flanagan and Dr. Veronesi will be attended the JLPA meeting on February 2nd and are planning on getting on the BKPTA schedule as well. Other communications that the committee need to keep working on are through the Town Times and planning community workshops.

Mrs. Flanagan questioned when the Alternative Building Use Committee was meeting. Mrs. Adams said they were waiting until that had all the documents they requested and were

waiting for the appraisals. Mrs. Flanagan suggested that they schedule a meeting to get started before the appraisal report is complete, within the first couple of weeks of February.

The next meeting of the Utilization Committee will be held on February 3, 2016 at 6pm. The following items will be discussed: key documents recommending the four school configuration will be reviewed; the website and Google docs communication; sub-committee updates; status of RFP; and begin compilation of FAQ's for the website.

Public Comment: Carl Stoup asked for clarification on when the RFP would be posted. It will be ready by March 1, 2016.

On a motion by Mrs. Adams, second Dr. Friedrich, the committee unanimously approved to adjourn.

Respectfully submitted,

Sue Gaudreau