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Utilization Committee
July 19, 2016
4:30 p.m.
Library at CRHS

Committee members in attendance: Norm Hicks, Kerrie Flanagan, Phil Augur, Victor Friedrich (arrived at 4:11 p.m.)
Others in attendance: Robert Moore (via telephone), Kathryn Veronesi, Ron Melnik
Guest: Judith Blanc from Day Pitney, Dean Petrucelli and Jason Ferrisi from Silver Petrucelli

The meeting was called to order at 4:03 p.m.

1. **Public Comment:** None

2. **Approval of Agenda:** On a motion by Mr. Hicks and seconded by Mr. Augur the agenda was approved.

3. **Approval of Minutes:** On a motion by Mr. Hicks and seconded by Mr. Augur the minutes of June 29, 2016 were approved. The minutes of May 31, 2016 were postponed to another meeting.

4. **Judith Blank from Day Pitney:** Statute requires the formation of a school building committee to process ED049 as well as other details with the state. Appointment may be made now or later. She continued that the information that we already have from the state is very comprehensive.

   Building acquisition: State statutes dictate that political subdivisions such as a regional school district can only use their buildings for purposes for which powers were granted to them. If the district never intends to bring the Korn School building back to the district, a sale is advisable. If the district decides to move forward with a sale it may do so. When a parcel is conveyed, it must conform to town zoning requirements.

   When the district was created, it became a separate legal entity. If the assets are sold, the revenue goes to the district. Neither community has a specific interest of the individual district assets. The communities have an interest in the district as a whole per the statute. The district cannot simply give the building to one of the towns that may have an interest. Fair market value is what should be paid for the building. Dr. Friedrich mentioned that the remaining town may not include interest on the market value so it may be considered a loan to the other town. Mr. Melnik asked if there is a lease agreement, who is responsible for the capital upkeep, insurance, utilities, etc. These are items that will need to be worked out with both parties. The district needs to find out soon if there is a genuine interest in the Town of Durham acquiring the building. A first step is to reach out to the town. Letters of intent need to be submitted. This is a rather complicated process and may take some time. Dr. Friedrich asked if we need some engineering studies to determine who will maintain what. Mr. Melnik mentioned that we may need a surveyor as well as others to make this type of decision. The Board needs to know what the options are as we proceed into the next budget year. If there is no movement this year, we need to make recommendations for the following year. It will also have to be determined whose responsibility it will be to provide the necessary funds to answer the various questions that may arise through this process. There was a discussion regarding long-term lease-purchase with the Town of Durham as well as an outright purchase. Would the district have to have a referendum if there is a lease-purchase? We need to know the boundaries around the school which would be a starting point regarding the disposition of the building. Dr. Veronesi suggested there be a

joint meeting with the district and the town officials regarding the position of each side and where each is in the process.

5. **Enrollment Trends Update:** Dr. Veronesi distributed a document that explains current enrollment as of July 19, 2016 as well as projected enrollment through SY 2022.

6. **FAQ Draft:** Dr. Veronesi spoke regarding developing an FAQ regarding the possible closing of Lyman that would clarify the schedule. Since the committee has had this discussion, the timeline has changed. By getting a status check now, we can have a better understanding of the direction the committee should take relative to a communication plan. The FAQ approach is one vehicle of communication to the public. Dean Petrucelli spoke on the subject saying that the entire process unfolds as time goes on. His caution to the committee was that if the process is done correctly, the information should be delivered when it is relevant. He also outlined the various ways that information might be distributed including town meetings where the item would be the only one on the agenda. Information should be available before these meetings occur. He also outlined the four parts to their role in providing an architectural study. Mr. Petrucelli added that social media and more importantly Facebook can be a valuable tool especially for two-way dialog. There was further discussion regarding social media as well as using Facebook and/or a website.

7. **Silver Petrucelli Status Update:** Dean Petrucelli of Silver Petrucelli updated the committee following a meeting with the Superintendent. He stated he has visited the four schools to gather initial information for the first phase of their work including looking at the building structure and determining what is needed. By the middle of August the feasibility and assessment work of the schools will be finished. By early September the first phase will be finished that will include baseline costs.

8. The second phase that is programming will begin in September through October. What are the vision and the wish list of educators for the next ten years? What is the philosophy of education? SPA will be meeting with the RSD 13 administrative team on August 24th to begin this process. Through November and December is the design phase three is to incorporate what was found in phases one and two. Part four uses the remaining time through June to assist in filing the ED049 for the State of Connecticut.

9. **Alternate Use Update:** Included in previous items.

10. **Public Comment:** None

11. **Adjournment:** On a motion by Mrs. Flanagan and seconded by Victor Friedrich the meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Norm Hicks, Board of Education Secretary