

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary
and Middle School

Spaulding High School and
Barre Technical Center

Barre Town Middle
and Elementary School

John W. Pandolfo
Superintendent of Schools

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*Doing whatever it takes to ensure
success for every child.*

Richard McCraw
Director of Curriculum,
Instruction, & Assessment

Lisa Pervault
Business Manager

Donald McMahon
Special Services Director

Diane Stacy
Technology Director

MEMORANDUM

TO: BCEMS Board - Facility Committee
James Carrien, Chair
Giuliano Cecchinelli
Anita Chadderton

DATE: November 16, 2015

RE: **BCEMS Facility Committee Meeting**
November 23, 2015 @ 5:30 – 7:00 p.m.
BCEMS Library

AGENDA

1. Call to Order
2. Additions/Deletions to Agenda
3. Approval of the October 27, 2015 Minutes
4. Facility Improvement Cost Estimates (Grant Fleming)
5. FY '17 Facility Budget Proposal with Priorities Outlined (Grant Fleming; James Taffel)
6. Future Agenda Items (All)
7. Other Business
8. Adjourn

C: Full Board
John Pandolfo
James Taffel
Jacquelyn Ramsay-Tolman
Richard Meyers
Stacy Anderson
Grant Fleming
Jason Fleury

**BCEMS School Board
Facility Committee**

MINUTES
October 27, 2015

Board Members Present: Jim Carrien (Chair), Giuliano Cecchinelli, Lucas Herring (5:35pm)
Staff Present: Richard Meyers, Grant Fleming, James Taffel (5:45pm)
Guests Present: David Laurin (architect)

The meeting was called to order by Mr. Carrien at 5:28pm.

Mr. Carrien requested that the Barre City Code Inspection Report progress be added to the agenda.

Upon motion (Cecchinelli/Carrien) duly adopted, the committee voted unanimously to approve the agenda as revised by Mr. Carrien.

Upon motion (Cecchinelli/Herring) duly adopted, the committee voted unanimously to approve the minutes from the August 26, 2015 meeting as presented.

With regard to the BC Code Inspection Report from 8/24/15, Mr. Fleming reported that he was sure that all the code violations had been addressed, although there was some uncertainty. He will verify with maintenance staff tomorrow and let the committee know for sure.

At the committee meeting in August, Mr. Fleming was asked to consult with the school's architect to determine if it was feasible to improve day-time security at the school's main entrance. The committee was also interested in improving storage space in the gymnasium and separating the classrooms in the TE-FAC area.

Mr. Laurin presented an option for redesigning the main entrance. The option he provided would include adding a reception window inside the front main (locked) door, removing the trophy case, adding an office (possibly for the School Resource Officer) and reducing the double office door to one handicapped accessible door. The space formerly occupied by reception staff would be converted into cubicle office space. Although an improvement, Committee members were concerned that this option would not provide a secondary set of locked doors and therefore not prevent someone from accessing the school without permission to do so.

Committee members and Administration felt it was best to move the meeting to the front entrance and lay out the proposed renovation with masking tape. Concerns were addressed and revisions were made to the original option provided by Mr. Laurin. Although the initial concept stayed the same, the proposal would add a wall and secondary set of doors in line with the wall between the cafeteria and gymnasium ramp. This secondary set of doors would remain locked at all times and controlled by the receptionist. The gymnasium doors would also be locked and controlled by the receptionist. In addition, a swipe card system would be installed at all exterior entrance/egress points and replace the use of keys. This will ensure that access is controlled and folks can be denied access if swipe cards are lost, stolen or employees are terminated.

The committee reviewed the proposed renovations to the gymnasium for additional storage and the TE-FAC room division. The committee thought the concepts were acceptable, so no changes were made.

Mr. Fleming, with the help of Mr. Laurin will make the necessary changes to the layout and prepare cost estimates of all three proposals. This will be provided for the November committee meeting.

At this time the Comprehensive Maintenance Plan has not been updated since it was developed in 2014, especially with regard to deferred maintenance and preventative maintenance priorities for FY17. Mr. Carrien asked Mr. Fleming to provide the committee a list of his FY17 priorities. Mr. Carrien said he preferred the list be ordered based on importance and include descriptions of the required maintenance items and cost estimates. Mr. Fleming said he could have this for our November committee meeting.

The next Facility Committee meeting will be November 23 at 5:30pm.

No other business.

Upon motion (Cecchinelli/Herring) duly adopted, the committee voted unanimously to adjourn at 7:07pm.

Respectfully submitted,

James Carrien
Committee Chair