

**BOARD OF EDUCATION
Ellington, Connecticut**

Operations Committee Meeting Minutes

A meeting of the Operations Committee of the Ellington Board of Education was held on Monday, October 21, 2019 at 7:00 p.m. at the School Administration Building, 47 Main Street, Ellington, CT.

Attendees:

Board of Education Members: Mrs. Jennifer Dzen, Mr. Gary Blanchette, Mrs. Kerry Socha, Mrs. Elizabeth Nord

Administrative Team Members: Dr. Scott Nicol, Superintendent of Schools; Mr. Brian Greenleaf, Director of Finance & Operations; and Ms. Rebecca Gonzalez, Director of Facilities

Call to order: The meeting was called to order by J. Dzen at 7:01 p.m.

Agenda Items:

1. 5 Year Capital Improvement Plan (see attached) - Mr. Greenleaf and Ms. Gonzalez shared the 5 Year Capital Plan spreadsheet with the committee. Opening comments confirmed there are changes and adjustments that still need to be made as well as additional quotes to obtain. Therefore, the final review and committee recommendation will not be done until the November 13, 2019 Operations Committee meeting.
 - a. 2020/2021 Priorities were reviewed and discussed.
 - i. Maintenance Vehicle – Ms. Gonzalez noted the van has a rotting frame and needs to be replaced. Price should be \$25,000 versus the \$34,000 currently listed.
 - ii. Underground Storage Tank Removal – Mrs. Socha asked where the cost originated from. Estimate based on size, location and additional variables.
 - iii. Fire Doors – New mandate from the state. Ellington Fire Marshal looking for all compliance by August 2020. Mrs. Dzen asked if any of the schools are compliant. Pricing is not currently listed due to the unknown full scope of work.
 - iv. Center School Roof Replacement – Ms. Gonzalez explained that the roof on the front of Center School needs to be replaced. The back section was replaced last year due to aging. The logistics of the project do become more complicated with solar panels. Final estimated costs are yet to be determined.

- v. Windermere Elementary – All items contingent upon outcome of potential building project.
2. Windermere Building Project Timeline (see attached) – Dr. Nicol reviewed the goals associated with the timeline for key public meeting dates. Important to offer several dates for discussion so all involved parties can make an informed decision.
- a. Mrs. Socha noted the Trails for Treats event at Brookside Park is taking place on October 28, 2019 which would decrease attendance for the Windermere Community Forum. Administration will check with Tecton for potential move date of October 30, 2019.
 - b. Tecton will be present at the November 13, 2019 Operations Committee meeting.

Before adjournment of the meeting G. Blanchette requested an update on the repairs of the High School Gym doors. Work will be completed before the end of November 2019.

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Mrs. Jennifer Dzen, Operations Committee, Chair