

Town Building Committee for BRS Capital Projects
Friday, September 30, 2022

Meeting Minutes

The following committee members were present: Sheila McCreven (BOS), Jeff Hughes (WBOE), Donovan Lofters (WBOF). The following were also present: Beth Heller (First Selectman), Tony Genovese (Town Administrative Officer and Director of Finance), and Christine Syriac (WSD Interim Superintendent).

Chairman Sheila McCreven called the meeting to order at 10:09 am.

The committee members and guests introduced themselves. They considered options for future meetings and decided to establish a schedule of bi-weekly meetings beginning Thursday, October 13th at 8:30 am, in hybrid format.

The committee discussed the requirements for posting agendas and meeting minutes. First Selectman Beth Heller indicated that because Town Hall was currently short-staffed, committee members should cover these requirements on a volunteer basis. Sheila volunteered to take minutes until a staff person might become available at a future date.

The committee reviewed the charge from the Board of Selectmen and voted unanimously, on a motion by Donovan, seconded by Jeff, to request that the charge be amended to include necessary pool and security upgrades.

The committee discussed potential future meeting agenda items and timing.

On a motion by Jeff, seconded by Sheila voted unanimously to adjourn at 10:40.

Town Building Committee for BRS Capital Projects
Thursday, October 13, 2022

Meeting Minutes

The following committee members were present: Sheila McCreven (BOS), Jeff Hughes (WBOE), Donovan Lofters (WBOF). The following were also present: Tony Genovese (Town Administrative Officer and Director of Finance), Lynn Piascyk (WBOE Chairman), and Donna Coonan (WSD Director of Business Services/Operations).

Chairman Sheila McCreven called the meeting to order at 8:33am.

The committee reviewed the status of its updated charge from the Board of Selectmen's meeting 10/12.

The committee's guests introduced themselves.

The committee discussed the project timeline and deadlines for grant applications. A rough emerging timeline includes milestones such as a June 30, 2023 deadline to submit an application for School Construction Grant funding, and a December 2023 timeframe to be informed of potential inclusion on the Priority List for this state funding. Work on the roof might then occur in the Spring/Summer of 2024. Other elements of the committee's projects, such as security upgrades and grounds/water incursion work which may be funded outside the School Construction Grant process may proceed on a faster track.

The committee noted that the pool component of work likely will not qualify for a School Construction Grant and that security upgrades may potentially be covered by other state funding and potential funding from the Federal Communications Commission (FCC) Universal Service Fund's E-Rate Program. The committee asked if the WBOE could investigate if security-related technology could be included in the school's 3-year Technology Plan for the purpose of qualifying for E-Rate funds.

The committee also discussed the need to better understand the curriculum aspect of pool use for the Learn to Swim program and other physical education use, and any recommendations that might be formulated by the WBOE regarding alternate ways to deliver such curriculum.

Tony stepped the committee through the planning process to issue a Request for Proposal (RFP) for professional guidance on the committee's projects. He will send committee members a draft of the required document in advance of its next meeting so it can be discussed in further detail and prepared for action to send to the BOS and BOF for funding consideration.

The committee noted the weather forecast for heavy rain and planned to informally tour the grounds of BRS on Friday, October 14th at 7:45am to see the impact in a timely manner. All discussion and potential action on what is seen will occur at the next committee meeting.

The committee discussed potential future meeting agenda items and timing and will request that several documents be distributed to the committee members in advance of its next meeting which will take place Thursday, October 27th at 8:30am, in hybrid format.

These requested documents include:

- Weston & Sampson 2022 pool report and link to recording of 10-12-2022 BOS meeting where the report was presented and discussed
- Components of planning documents and reports from the previous BRS Renovation project, circa 2013, relevant to the pool
- Fuss & O'Neil report circa 2011 on BRS grounds and drainage issues

On a motion by Donovan, seconded by Sheila, the committee voted unanimously to adjourn at 9:10am.