

**Finance/Facilities/Personnel Subcommittee Meeting
Wednesday, December 15, 2010 5:30 PM
Finance/Facilities/Personnel Subcommittee Meeting**

I. November Statement of Accounts

II. Swim Team Funding Status

III. Review Draft of Football Letter

IV. Update on CPPAC 10-Year Capital Plan and Plus One

Attachments:

FY12-FY16 Large Capital Projects

2

V. Heating Oil Purchase Procedures

Attachments:

Proposed Heating Oil Purchasing Guidelines

14

VI. Closing of Kelly Lane and Wells Road Building Projects

VII. Update on District & Community Partners

VIII. Energy Savings Proposal Review

IX. Other

To: Board of Education
From: Alan Addley, Superintendent of Schools
Date: December 15, 2010
Re: Large Capital Priorities

The attached projects are for Board consideration to be submitted to the Capital Program Priorities Advisory Committee (long-range planning) and to the Board of Finance (Plus One Budget).

**Summary of Large Capital Projections
FY12 – FY16**

1. Maintenance and Facilities Building
2. Athletic Field Project (includes purchase of land)
3. Technology Upgrades
4. High School Electronics Lab
5. Wells Road Playing Field
6. Energy-Saving Initiatives (Solar panels, energy efficiency program)
7. Roof Replacement Schedule
8. High School Facilities Upgrades:
 - (a) Kitchen
 - (b) Air Conditioning (commons, foods lab, computer lab, locker rooms facilities office and athletic director's office)
 - (c) High School Tennis Courts
 - (d) Emergency Generator
9. F.M. Kearns School Facility Renovation (Core facilities, kitchen, integrated pre-school, and full-day kindergarten)

Project	Rec Priority	Gross Cost*	Net Cost	Start Up	Ongoing	Projected Completion	Status
Maintenance and Facility Building	1	\$1,500,000	TBD			Fall 2013	Concept
Athletic Field Project	1	\$5M - \$8.5M	\$5M - \$8.5M	Summer 2012		2012 - 2013	Concept
Technology Upgrade	1	\$459,000				Fall 2012	Concept
High School Electronics Lab	1	\$164,400	TBD	Summer 2011		Spring 2012	Concept
Wells Road Playing Field	2	\$75,000	\$75,000		\$2,500	Summer 2013 & beyond	Concept
Energy-Saving Initiatives	3	TBD	TBD			Fall 2013 & beyond	Concept
Roof Replacement	3	TBD	TBD			2013 & beyond	Placeholder
High School	3	\$1,350,000	TBD	\$25,000	\$12,000	2014 & beyond	Concepts
F.M. Kearns School Facility	3	\$5,000,000	\$3,150,000	\$81,000	\$32,000	2014 & beyond	Concept

**GRANBY BOARD OF EDUCATION
Capital Project Summary**

PROJECT NAME: Maintenance and Facilities Building

PROJECT SUMMARY: The Board of Education first identified the need for a maintenance building with district storage in 2000. Since that time, the district has explored several different options including shared use of the Town Garage. At this time, it appears that additional land will need to be purchased for an 11,500 square foot maintenance building.

The 11,500 square feet is needed for district storage and maintenance department needs. Currently the maintenance and custodial staff occupy a total of 9,678 square feet of space. The area consists of 7,200 square feet at the H.P.J. Construction Company, 960 square feet of outdoor storage containers (3 trailers measuring 8'x40'), and 768 square feet of storage in the high school, and 750 square feet of office and secretarial file area. In addition to this space, the project includes additional space for a lunchroom, restrooms and locker rooms. The athletic field project includes 1,800 square feet of sports storage space that is not included in the 11,500 square feet requested here.

An architect firm has designed a preliminary layout of the building. Further professional services are needed to confirm space requirements, and develop schematic drawings and professional cost estimates.

PROJECT CATEGORY: Placeholder Concept Fully Defined Priority

REFERENDUM: Fall 2012
PROJECT START: Spring 2013
PROJECT ON LINE: Fall 2013

PROJECT BENEFITS:

- The high school requires space currently used by the facilities department for educational programs and staff. Inadequate storage space has resulted in the use of hallways for storing equipment. This project will help address that safety concern.
- The new building will allow for centralizing equipment and supplies in one location. A centralized storage facility will support more cost-effective purchasing and better inventory control. The technology department is also in need of storage area and space will be allocated for their equipment and supplies on a mezzanine in the material supply storage area. Storage space will also be provided for the drama department to storage props.
- A centralized storage facility will support more cost effective purchasing and better inventory control for maintenance supplies, technology equipment and supplies.

LEGAL REQUIREMENTS:

- Connecticut State Department of Education School Construction Grant Program is unlikely
- State and local code compliance

IMPACT OF NOT PROCEEDING/DELAYING: Facilities will continue to be rented for storage and maintenance, efficiencies will not be realized.

APPROXIMATE GROSS PROJECT COST (Professional estimate is needed) \$1,500,000

- Purchase land for building
- Purchase/construction of pre-engineered metal building \$160/sq. ft.
- Complete site work
- Build out offices, and bathroom facilities
- Equipment/shelving/miscellaneous start-up costs

PROJECTED NET PROJECT COST:

TBD

GRANBY BOARD OF EDUCATION
Capital Project Summary

PROJECT NAME: Athletic Field Project

PROJECT SUMMARY:

The 2006 CPPAC submission included a project for a combined athletic field renovation and maintenance facility. Granby Athletic Field Long-Range Advisory Committee (GAFLAC) was commissioned to investigate a future plan for the athletic program. GAFLAC has conducted a study and has forwarded its recommendations to CPPAC.

Presently, the GAFLAC recommendations, while helpful, do not fully meet the athletic needs of the district. To meet the athletic programmatic needs of a 21st Century high school, there is a need to build a contemporary athletic facility that provides for:

- Six-lane track with eight lane straight-aways to meet CIAC design criteria;
- A lighted synthetic field for varsity soccer, lacrosse, football, and field hockey games and practices;
- A second synthetic practice field;
- Athletic field storage, sport team dressing rooms, restrooms, and a concession facility;
- Seating capacity for 900-1000 spectators;
- An off-site location where 10+ acres of land is available;
- Adequate parking to accommodate spectators;
- Two offices for coaching staff;
- Concession stand, locker rooms and outside restrooms; and,
- Approximately an 1,800 square-foot building for storage of athletic equipment.

PROJECT CATEGORY: ___ Placeholder X Concept ___ Fully Defined ___ Priority

REFERENDUM:	Fall	2011
PROJECT START:	Spring	2012
PROJECT ON LINE:	2012	2013

PROJECT BENEFITS:

- The sports program, town recreational program and community will be improved through the addition of adequate playing fields.

LEGAL REQUIREMENTS:

- Connecticut State Department of Education School Construction Grant Program (limited funding)
- State and local code compliance

IMPACT OF NOT PROCEEDING/DELAYING: Facilities will continue to be rented for storage and maintenance needs. The sports program will be negatively impacted by inadequate playing field.

APPROXIMATE GROSS PROJECT COST:	\$5M - \$8M
LAND ACQUISITION COST (FIELDS AND/OR PARKING):	≈ \$500,000

PROJECTED NET PROJECT COST:	\$5M - \$8.5M
------------------------------------	----------------------

We estimate no reimbursement pending review by SDE

GRANBY BOARD OF EDUCATION
Capital Project Summary

PROJECT NAME: Technology Upgrade

PROJECT SUMMARY: The district has identified the need for technology upgrades in several different areas. These have been combined into a single project.

Wireless Network Expansion: (District)

21st century school buildings require network/internet connectivity that support daily operations and interactive educational efforts which help to optimize learning and collaboration among the students, faculty, and administrative staff. Following on the success of wireless Lans (wLans) in higher education, an increasing number of k-12 schools are integrating wireless and mobile technologies to meet daily instructional demands by providing more users access to resources. Increasing wireless capabilities allow for rapid network expansion in particular at the high school, middle school, and Kearns school where future expansion requires rewiring in classrooms, wired connections are prohibitively difficult to run, and computer lab space is limited. Wireless connectivity allows more user access than with wired technology. Wireless expansion provides optimized performance, an economical cost savings associated with the expansion itself, and the needed mobility for present and future classroom network/internet access. Expansion eliminates many of the logistical issues that IT and teachers contend with due to the lack of placement and/or positioning of internet drops and power outlets in classrooms also helping to eliminate trip and safety hazards associated with data cabling strung across floors or under/around desks. A centralized system is necessary to provide high-density/high-quality public and private wireless access in a safe and secure manner through the use of bandwidth management, access control, maintenance tools and technologies. (\$200,000)

Digital Video Distribution: (District)

Video distribution systems in several buildings are failing and/or require costly upgrades. Currently classrooms at the High, School, Middle, School, and Kearns School have limited or no access to live television, recorded media, and/or an inability to broadcast their news programs. Systems at Kelly Lane and Wells Road have become obsolete and will require costly upgrades. A district solution to digital video distribution and content management is needed to support the learning environment. (\$125,000)

Additional Computer Labs: (High School, Middle School)

With the increasing use of technology each school has also identified the need for additional computer labs accessible to classroom teachers for academic courses. These needs could be addressed through the use of either desktop or mobile computers. Included are 3 new mobile labs at a projected cost of \$18,000 per lab. Desktops and wiring would cost \$25,000 per lab. (\$54,000)

Security Camera System Upgrades: (District)

The COPS grant awarded in FY2007 paid for the basic infrastructure and wiring of all schools with a minimum level of internal security cameras. This project includes an upgrade that will provide additional video storage and coverage of school public areas and school exteriors. Coverage in more areas will provide additional school security. Additional storage will allow saving identified incidents for police review beyond the current capacity of about 5 days. (\$65,000)

Middle School Clock System:

Television sets used to display the time in classrooms are old and failing. Replacing the TV's with a battery-operated wireless satellite clock system will allow us to obsolete the TV's rather than replace them. (\$15,000)

PROJECT BENEFITS:

- Replacement of outdated infrastructure
- Addition of computer labs to provide better access to electronic resources and aid instruction
- Improved school security and reduced vandalism.

PROJECT CATEGORY: Technology

Placeholder Concept Fully Defined Priority Ranking

REFERENDUM: Fall 2011

PROJECT START: Summer 2012

PROJECT ON LINE: Fall 2012

RELATED PROJECTS: COPS Grant Phase 1

HEALTH AND SAFETY IMPACT: A large part of the project addresses safety and security needs.

IMPACT OF NOT PROCEEDING/DELAYING: Failing infrastructure will have to be addressed in other ways and instructional upgrades will be delayed.

PROJECTED PROJECT COST: \$459,000

GRANBY BOARD OF EDUCATION
Capital Project Summary

PROJECT NAME: High School Electronics Lab

PROJECT SUMMARY: The district has identified the need for an Electronics Lab at the High School. Current facilities are inadequate. Increasing enrollment in technology courses necessitates larger, safer and updated facilities. The current electronics lab does not provide for the programmatic needs of the curriculum. The project would involve new construction and several modifications to existing spaces within the High School.

Electric \$20,000
Provide new electrical circuits for computers and related equipment in the classrooms. Add indirect lighting for the new classrooms and expansion of existing audio/visual fire alarm system.

Plumbing \$10,000
Additional sinks will be required for the Applied Electronics Lab. Modifications to the existing sprinkler systems so additional sprinkler heads can be added to the new classroom.

HVAC \$45,000
Air conditioning for three classrooms to accommodate the proper room conditions for the related equipment. A new ventilating system will be added to the Applied Electronics Lab

Construction \$25,000
Construct a new classroom in the woodshop area and additional modifications to existing classrooms

Technology \$64,400
Purchase software, hardware, and computers to support modifications to classrooms and new lab

PROJECT BENEFITS:

- Support the District's vision to engage students in critical thinking and real-world problem solving through the simulation of authentic learning tasks found in actual work settings.
- Support students' interest in STEM (Science, Technology, Engineering and Mathematics) careers.
- Provides space for collaborative work stations, lab experience and adequate space for additional technology and tools.
- Safer facilities.

PROJECT CATEGORY:

Placeholder Concept Fully Defined Priority Ranking

REFERENDUM: Fall 2011

PROJECT START: Summer 2011

PROJECT ON LINE: Spring 2012

RELATED PROJECTS:

HEALTH AND SAFETY IMPACT:

IMPACT OF NOT PROCEEDING/DELAYING:

- Limiting potential of students to be competitive in the high end fields of math and science

PROJECTED PROJECT COST: \$164,400

**GRANBY BOARD OF EDUCATION
Capital Project Summary**

PROJECT NAME: Wells Road Playing Field

PROJECT SUMMARY: Land behind Wells Road School was donated to the town in 2009. In order to develop 5.6 acres of this area for use as field space, the area must be cleared of trees, a temporary road installed and the field leveled and seeded.

PROJECT CATEGORY:

Placeholder Concept Fully Defined Priority Ranking

REFERENDUM: Fall 2012

PROJECT START: Spring 2013

PROJECT ON LINE: Summer 2013

PROJECT BENEFITS:

- Expanded playground activities and possibly baseball and/or soccer field use.
- Additional resource for the town.

LEGAL REQUIREMENTS:

- State and local code compliance.

IMPACT OF NOT PROCEEDING/DELAYING: Donated land will sit idle.

PROJECTED GROSS COST: **\$ 75,000**

PROJECTED NET CAPITAL COST: **\$ 75,000**

**GRANBY BOARD OF EDUCATION
Capital Project Summary**

PROJECT NAME: Energy-Saving Initiatives

PROJECT SUMMARY: The district has identified the need for a number of different energy initiatives. They are included for future consideration. Components of the project may need to be divided into individual projects in order to pursue grant funding.

- 1. Connecticut Clean Energy Fund: TBD**
It is recommended that the Town of Granby and Granby Public Schools work together to earn the designation as a CT Clean Energy Community by meeting three requirements:
1) committing to purchasing 20% clean energy by the year 2010, 2) having a threshold number of residents and small businesses sign up for the CT Clean Energy Options program and 3) making a municipal clean energy purchase. The result would be a solar energy array to be installed on the municipal building of our choice.

- 2. Energy Efficiency Program: TBD**
Maximize our options for energy strategy and long-term planning. Investigate resources that will allow new energy efficient equipment, savings, plus future cost avoidance through existing energy programs with utility companies.

- 3. Emergency Generator: \$200,000**
The installation of an emergency generator at the high school will help address both school and community emergency needs and will also yield approximately \$10,000 in savings each year through a load management program. If grant funding is available, the net cost would be lowered to \$140,000.

- 4. Solar Panels: \$855,000**
Look at the feasibility of using photovoltaic panels and solar panels for hot water.

PROJECT BENEFITS:

- Better climate for learning
- Reduction in ongoing energy costs and reduction in energy usage

PROJECT CATEGORY: Energy Initiatives
 Placeholder Concept Fully Defined Priority Ranking

REFERENDUM: Fall 2013
PROJECT START: Summer 2014
PROJECT ON LINE: Summer 2014

HEALTH AND SAFETY IMPACT: Improved emergency preparedness and better ventilation/climate

IMPACT OF NOT PROCEEDING/DELAYING:

PROJECTED PROJECT COST: TBD

**GRANBY BOARD OF EDUCATION
Capital Project Summary**

PROJECT NAME: High School Kitchen and Facilities Upgrade

PROJECT SUMMARY: With high school enrollment projected to stabilize at approximately 750 students, a kitchen is needed for a quality hot lunch program. Currently, lunch is transported from the Middle School kitchen and served in the high school Commons. This cost projection includes the construction of a 2,000 square foot addition on the end of the Commons and necessary equipment and appliances.

Also, there are number of other needs, including air conditioning, sidewalk, and refurbishment of the tennis courts. Areas that need to be air conditioned: Commons, food labs, computer labs, locker rooms, facilities office, and athletic director's office. Six (6) tennis courts are in need of repaving.

PROJECT CATEGORY: ___Placeholder Concept ___Fully Defined ___Priority

REFERENDUM: TBD

PROJECT START: TBD

PROJECT ON LINE: TBD

PROJECT BENEFITS:

- A higher quality hot lunch program will be offered.
- An adequate number of classrooms will be provided for students.

LEGAL REQUIREMENTS:

- Connecticut State Department of Education School Construction Grant Program
- State and local code compliance

HEALTH AND SAFETY IMPACT: More inviting, nutritional meals will be served.

IMPACT OF NOT PROCEEDING/DELAYING: Food continues to be transported from the Middle School, limiting meal choices.

APPROXIMATE GROSS PROJECT COST:		\$1,350,000
• Kitchen Construction (2,000 sq.' @ \$220)	\$ 475,000	
• Kitchen equipment/fixtures	\$ 300,000	
• Air conditioning	\$ 375,000	
• Repave 6 tennis courts	\$ 200,000	

NEW ONGOING COSTS: **\$12,000**

START-UP COSTS: **\$25,000**

APPROXIMATE NET PROJECT COST: **\$TBD**

- Projected at 35% SDE reimbursement; 90% eligible costs

**GRANBY BOARD OF EDUCATION
Capital Project Summary**

PROJECT NAME: F.M. Kearns School Facility Addition

PROJECT SUMMARY: Even with updated enrollment projections showing a decline in primary enrollment projections, core facilities will be needed. The Board of Education is currently conducting an early childhood feasibility study. The potential addition of an integrated pre-school and full-day kindergarten may also necessitate additional classrooms. The project includes code compliance issues. Details are outlined in Educational Specifications adopted by the BOE and forwarded to the CT SDE by the Town of Granby in June 2002. Professionally developed cost estimates that were based on 2002 construction costs have escalated. If delayed, project costs should be escalated by 4% per year.

PROJECT CATEGORY: Addition

Placeholder Concept Fully Defined Priority Ranking

REFERENDUM: TBD

PROJECT START: TBD

PROJECT ON LINE: TBD

PROJECT BENEFITS:

- Core facilities designed to meet educational needs
- Classrooms added for student enrollment (10 sections per grade level)

LEGAL REQUIREMENTS:

- Connecticut State Department of Education School Construction Grant Program
- State and local code compliance

RELATED PROJECTS:

HEALTH AND SAFETY IMPACT: Facilities will meet all new code requirements.

IMPACT OF NOT PROCEEDING/DELAYING: Temporary classrooms will be leased at a cost considerably higher than the cost of permanent construction. The educational environment will not be appropriate for elementary age children.

PROJECTED PROJECT COST: \$ 5,000,000

NEW ONGOING COSTS: \$ 32,000

START-UP COSTS: \$ 81,000

PROJECTED NET CAPITAL COST: \$3,150,000*

90% of project at 45.71% reimbursement. Costs adjusted to FY11.

Proposed Heating Oil and Diesel Fuel Purchasing Guidelines.

These guidelines apply to purchases of forward purchase contracts or agreed upon pricing contracts for heating oil and diesel fuel to be used in the current or next fiscal year.

The annual budget will be based upon a gallon usage estimate given an average cost per gallon (Example: 150,000 gallons x \$2.00/gallon = \$300,000).

Decision Process

The Superintendent and Business Manager will determine an acceptable maximum price target for heating oil and diesel fuel forward purchase contracts. Those contracts will be entered into without competitive bidding but use competitive quotes and futures market pricing to document a competitive price is being paid.

The Superintendent or his designee is authorized to purchase 50% to 100% of the subsequent years' annual needs before the budget is approved. If less than 100% is purchased, the budget average gallon cost must exceed the price paid on the portion purchase. This will allow some headroom for market variations while waiting for a price decrease and every effort must be made to stay at or under the full year budgeted average per gallon cost. The Finance subcommittee and full Board must be apprised of purchases of fuel that result in an above budgeted price per gallon for the full year volume. The year-end topping off of tanks would be at best available price.

Whenever the Finance sub-committee determines that market conditions have stabilized to the point that a competitive bid process is preferable to a price target approach, they will so inform the Superintendent, who will then proceed with a competitive bid. Until such notification is received by the Superintendent, he/she is free to act according to the above process.

Terms and Conditions

Payment terms will require no more than 10% deposit at the time the order is placed, and payment on the remainder no sooner than payment upon delivery.

A performance bond guaranteeing delivery of the contracted amount at the contracted price will be required for all commitments over a total open amount of \$50,000.

Timing

Timing of when to buy forward contracts or agreed upon pricing contracts will be left to the discretion of the Superintendent.