

LITCHFIELD PUBLIC SCHOOLS  
BOARD OF EDUCATION MINUTES  
July 8, 2021

Special Meeting  
Facilities and Technology Committee

- I. Call to Order The Special Facilities and Technology Committee meeting, held in the Litchfield Intermediate School Auditorium and via teleconference was called to order at 6:00 p.m. by Mr. Shuhi.  
  
Members present: Mr. Shuhi, Chair, Mr. Clock, and Ms. Stone. Also present: Mr. Leone, Superintendent, Mr. Terzian, BOE Chair, Mr. Morosani, and Mr. Sattazahn, Chief Operating Officer.
- II. Approval of Minutes
  - a. Review the minutes of the regular meeting of May 27, 2021  
**Ms. Stone made a motion to approve the minutes of the regular meeting of May 27, 2021. Mr. Clock seconded the motion. The motion passes unanimously.**
- III. Communications  
None
- IV. Public Participation  
None
- V. Old Business  
None
- VI. New Business
  - a. Summer Capital/Facilities Work  
Mr. Sattazahn provided the Summer Capital and Facilities Work update. Highlights of his update include the completion of the following projects: the installation of a key fob system, a new hot water heater, a new sound system in the gym, and security film at Litchfield High School. Security cameras have also been installed at Litchfield Center School.  
  
In regard to Capital Projects through the Public Works department, abatement of the flooring at Litchfield Center School is complete. Work is underway for new curbing at Litchfield Middle/High School and the marble work and new flooring at Litchfield Center School.  
  
Mr. Sattazahn also shared a detailed grid that outlines all the summer maintenance work by school with a status on estimated completion dates.  
  
Mr. Sattazahn closed by stating the budget for Capital Work was approved at \$246,700. The total cost for the work is \$245,079 and has been expensed in the 2020-2021 school year.
  - b. Proposal – New Storage Shed at Baseball Field Summer Technology Work  
The district received a proposal to replace the small shed at the baseball field. The proposal calls for district staff to remove the existing shed and ground preparation. Students would then design, frame and build the shed at the return of school in September. The cost for materials for the new shed is approximately \$3,500. Discussion ensued. The committee members agreed to put forward the new storage shed proposal to the Board of Education for approval at the August meeting.
  - c. Summer Technology Work  
Mr. Leone reviewed a memo from Rob Baranauskas, IT Manager, on the summer technology work for the district.

d. Website Update

The new district website launched on July 1, 2021. The app for the new site can be downloaded from the *Google Play* store or the *Apple-App Store*. The landing page of the new site is a central location where you will find information for all the shared services between the two districts. From there, a user can branch off to the separate district school pages; blue being Litchfield and red being Region 6. Users can also update their app settings to receive school specific notifications. Mr. Leone closed by saying the site is currently a work in progress and will continue to evolve in the coming months.

e. Discussion on Town of Litchfield/Litchfield Volunteer Ambulance/LPS Lease

Given the vacant space on the second floor of the Litchfield Intermediate School, the Town of Litchfield has entered into an agreement with the Litchfield Volunteer Ambulance to lease this space for training purposes. The Town of Litchfield is requiring/requesting that the Litchfield Public Schools be a cosigner to the lease agreement as LPS is a major occupant of the building. The agreement has been reviewed by Attorney Fred Dorsey and is recommended for approval. Mr. Leone addressed questions from the committee members. Mr. Leone also commented this is an action item for approval by the full Board later in the evening.

VII. Future Agenda Items

- a. Ticket System (August)
- b. Security Report (September)

VIII. Adjournment There being no further business to come before this committee, **Ms. Stone made a motion to adjourn. Mr. Clock seconded the motion. The motion passes unanimously.** The meeting adjourned at 6:27 p.m.

Respectfully submitted,  
Christine Escobar  
Secretary, pro-tem