

LITCHFIELD BOARD OF EDUCATION
SPECIAL MEETING MINUTES
September 2, 2021

Facilities and Technology Committee

- I. Call to Order The special Facilities and Technology meeting, held in the Litchfield Intermediate School auditorium and via teleconference was called to order at 5:07 p.m. by Mr. Terzian.

Members present: Mr. Terzian, Board of Education Chair, Ms. Stone, and Mr. Clock. Also present: Mr. Leone, Superintendent, Mr. Sattazahn, Chief Operating Officer, Mr. Robillard, Accounting Manager, and Mr. Baranauskas, IT Manager.

- II. Approval of Minutes

- a. Review the minutes of the special meeting of July 8, 2021

Mr. Clock made a motion to approve the minutes of the special meeting on July 8, 2021. Ms. Stone 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. All capital work is complete except for a delay in receiving some musical instruments and patching some walls on the exterior of the middle and high school, and the playground at Litchfield Center School (LCS) is currently being assembled.

- b. Key Fobs – LIS & LCS

Mr. Leone brought forth a proposal to upgrade the key fob system of LCS and Litchfield Intermediate School (LIS) buildings eliminating the need for a wallet security card for building entry. Key fobs are low cost, linked to the building alarm system, easily programmed for single or multiple building access, and can be disabled quickly in the event of employee departure or loss of a key fob. With the committee member's support, this proposal will be brought forth to the full Board for approval at the October meeting.

- c. Summer Technology Work

Mr. Leone reviewed the Summer Technology Work memo provided by Mr. Baranauskas, IT Manager.

d. Ticket System - Concept

Mr. Leone commented currently there are separate ticket systems for technology and facilities for each district. Mr. Leone is proposing merging them into one system to streamline and improve work efficiencies for the IT Department. Updates will be provided to the committee as this project further develops.

e. LCS Brick, Marble, Mortar – Issues

Mr. Leone is scheduled to meet with Mr. Alexe, Director of Public Works, on September 3 to survey the LCS building, and discuss brick, marble and mortar issues identified post summer repair work. Mr. Leone will provide committee members with an update at the next Facilities and Technology meeting.

f. LCS Elevator

The elevator at LCS is out of commission. Mr. Leone and Mr. Sattazahn will be working with the town to secure bids on repair work. It is anticipated repair work will not begin until December break given timelines to acquire bids, approval of vendor selection/costs, and the need for students to be out of the building during repair work given the noise and disruption to learning.

VII. Future Agenda Items

- a. IT Security Report
- b. Tennis Courts

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 5:41 p.m.

Respectfully submitted,
Christine Escobar
Secretary, pro-tem