Litchfield Board of Education  
Special Meeting Minutes  
October 13, 2022  

Facilities & Technology Committee

I. Call to Order  
The Facilities & Technology meeting held at Litchfield Intermediate School and via teleconference was called to order at 5:36 p.m. by Mr. Shuhi.

Members present: Mr. Shuhi, Chair, Mr. Clock, and Ms. Stone. Also present: Mr. Leone, Superintendent, Mr. Terzian, BOE Chair, Ms. Murphy, Ms. Della Volpe, Assistant Superintendent, Mr. Sattazahn, Chief Operating Officer, Mr. Robillard, Accounting Manager, Dr. Pascento, Principal Litchfield High School, and Mrs. Hodges, LPS & RSD6 District Liaison.

II. Approval of Minutes  
a. Review the minutes of the special meeting of September 8, 2022  
Ms. Stone made a motion to approve the special meeting minutes of September 8, 2022. Mr. Terzian seconded the motion. The motion passes unanimously.

III. Communications  
None

IV. Public Participation  
None

V. Old Business  
a. Security Cameras - Update  
There is a need to add additional exterior cameras to the current system at Center School for a cost of $8,300. With committee support, the district will proceed with the purchase and installation.

VI. New Business  
a. HVAC  
Mr. Sattazahn reviewed information and requirements on grant funding from the state for HVAC improvements in school buildings. The district is conducting a due diligence meeting with Johnson Controls to assess HVAC needs in each building. In summary, it does not appear the district would be able to meet all the qualifications for this first round of this funding for HVAC improvements. Should there be a second round of funding the district would be poised to proceed.

b. LHS Parking Spaces Project  
The Student Council at Litchfield High School is requesting a fundraiser where students will paint their parking spots. Students would pay to personalize their parking space. This project was approved by the First Selectwoman and the Public Works department on September 26, 2022. The town requests that the white parking spot lines are not painted over or altered in any way and that the designs are preapproved and respectful. With the committee’s approval, this will be an Action Item at the Board meeting later in the evening.
c. **Town of Litchfield – Capital Requests**
Mr. Sattazahn, through his work with Mr. Morosani, submitted three 2023-2024 Capital Request projects to the Town of Litchfield – Public Works. They are to replace a boiler at Litchfield High School ($120k), replace hallway carpeting at Litchfield Intermediate Schools ($60k), and replace hallway carpeting at Litchfield Center School ($80k).

d. **Electric School Buses**
The district completed a grant request for the EPA Clean Bus Program. This program is to replace existing older buses with zero-emission buses and would provide a rebate/reimbursement towards electric buses purchased by the BOE. Mr. Sattazahn commented, the district is awaiting a response from the EPA if it has been selected. If approved, the Board would then decide if they would like to purchase an electric bus. The estimated cost of an electric bus is $400k.

e. **Roof Repair**
Mr. Sattazahn shared there has been a need for roof repair in all buildings; LMS hallway and cafeteria, LIS above the gymnasium doors, and LCS around the pipe/post in the cafeteria. The district contracted with Elite Roofing for repairs. Due to this unexpected expense, the district is requesting a transfer of $7,000 to offset the cost.

f. **Transfers for Facilities Work**
The district, which includes the Litchfield County Municipal Oil Consortium Bidding Group has locked in oil at $3.53 while other districts across the state have locked in at $4.00+. The locked-in figure is higher than budgeted and the district is asking for a Budget Transfer to cover costs. The district will continue to monitor oil costs to plan for the 2023-2024 Budget.

g. **Legislative Topics**
Mr. Leone reviewed Legislative Topics provided in a document from Shipman & Goodman. Of note, there is a requirement for schools to install machines that provide free feminine products in girls, boys, and gender-neutral bathrooms for grades 3 and up.

h. **Security Update**
Mr. Leone provided the Security Update commenting on the addition of a double door buzzer entry at LIS.

i. **IT Update**
Mr. Leone read aloud a memo from Rob Baranauskas, IT Manager that included the completion of the interactive board project, the upgrade of the high school’s Wi-Fi infrastructure, and the upgrade (due to outdated technology) of the Intermediate School’s phone system. Additionally, there is a new unified help desk (Technology and Maintenance) and facility-use request system, a new student device filtering solution (by Securly), and a new anonymous reporting system (by Safe School Helpline).
VII. **Future Agenda Items**
None

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 6:03 p.m.

Respectfully submitted,
Christine Escobar
Secretary, pro-tem