

EASTFORD BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING

Eastford Elementary School  
12 Westford Road  
Eastford, CT 06242  
January 13, 2022

**This meeting was held via Zoom conferencing**

Present: Lauren Barlow, Stephen Bowen, Terry Cote, Robert Ellsworth, Adam Minor, Jessica Perry  
Also Present: Dr. Donna Leake, Superintendent; Carole McCombe, Principal; Mary Jo Chretien, Pupil Services Director

**I. Call to Order**

Chairman Stephen Bowen called the meeting to order at 6:00 p.m.

**II. Pledge of Allegiance**

Mr. Bowen led those in attendance in the Pledge of Allegiance.

**III. Citizen Participation**

None.

**IV. Approval of Minutes**

MOTION: (Barlow/Cote) That the Board of Education Regular Meeting Minutes of December 9, 2021 be approved. Motion passed unanimously.

**V. Appointment of Board of Education Member**

The candidate withdrew his name from consideration prior to this meeting.

**VI. Correspondence, Communications**

- Letters from Dr. Leake to families providing COVID-19 updates and procedures – 12/17/21, 1/5/22, 1/6/22 & 1/11/22
- Letter from teacher Candice Mead regarding student tuition
- Minutes from the Town Roof Committee meeting held on December 21, 2021
- 2021-22 Leadership Goals and Strategic Plan
- Resignation letters from staff members Laurie Bardsley and Mary Jo Chretien
- Town of Eastford's BOE Capital Assets Responsibility Policy

**VII. Committee Reports**

- A. Executive/Personnel — None.
- B. Fiscal — None.
- C. Policy — None.
- D. Woodstock Academy — None.
- E. EASTCONN — None.
- F. Long Range Facilities — The Board received the minutes of the December 21, 2021 meeting.
- G. Transportation — None.
- H. Curriculum — None.
- I. Scholarship Steering Committee — None.

J. School Safety Committee — None.

### **VIII. Superintendent Report**

Provided the BOE with updates including:

- Highlight of the Month – Return to in-person learning following winter break
- Educational Leadership – Meetings with EastConn and CREC, meetings and updates pertaining to COVID-19, Leadership Goals and Strategic Plan
- Facilities – Repairs done to resolve boiler issues
- Collaboration and Communication – Continued contact with First Selectman, Deb Richards
- Finance – Development of the 2022-2023 operating budget
- Comments on the Agenda

### **IX. Principal Report**

Received the Principal's report which discussed and/or provided the following information:

- Field Trips/ Virtual Field Trips
- Readiness Program/ Council Update
- Data on Student Progress
- Professional Development
- Middle School Sports
- Community and Other Events

### **X. Director of Pupil Services Report**

The Board received the January report, which shows changes from the December report.

### **XI. Unfinished Business**

#### **A. Committee Appointments**

The Board received their committee appointments:

Policy: Lauren Barlow (Chair) and Jessica Perry

Woodstock Academy: Robert Ellsworth

EastConn: Terry Cote

Long Range Facilities: Robert Ellsworth (Chair) and Stephen Bowen

Transportation: Stephen Bowen (Chair) and Adam Minor

Curriculum: Adam Minor (Chair) and Lauren Barlow

Scholarship Steering: Terry Cote (Chair), Lauren Barlow and Jessica Perry

School Safety: Terry Cote (Chair) and Jessica Perry

#### **B. School Calendar 2022-2023**

MOTION: (Barlow/Perry) To approve the 2022-2023 School Calendar. Motion passed unanimously.

### **XII. New Business**

#### **A. Discussion of the Ethel Cushing Gardner Music Scholarship (Hartford Foundation)**

Dr. Leake stated applications are due by February 1 and reiterated that the Scholarship Steering Committee will be the members in charge of the nomination process.

#### **B. Resignation of Grade Two Teacher**

MOTION: (Cote/Barlow) To accept, with regret and thanks, the resignation of grade two teacher Laurie Bardsley at the end of the 2021-2022 school year. Motion passed unanimously.

- Dr. Leake, Lauren Barlow and Adam Minor all personally thanked Mrs. Bardsley.
- C. Resignation of Pupil Services Director  
MOTION: (Ellsworth/Barlow) To accept, with regret and thanks, the resignation of Pupil Services Director Mary Jo Chretien at the end of the 2021-2022 school year. Motion passed unanimously.  
Dr. Leake personally thanked Mrs. Chretien.
  - D. Discussion and possible action: Hiring an Architect for Roof Project  
MOTION: (Ellsworth/Minor) To support the Town Roof Committee's recommendation of Architect for the Roof Replacement Project and enter a contract with Silver/Petrucci and Associates for \$20,850. Motion passed unanimously.
  - E. Capital Plan, Discussion  
The Facilities Committee will be reviewing the Capital Plan and will bring it to the Board at a later date.
  - F. Budget 2022-2023, Discussion  
Dr. Leake gave a PowerPoint presentation to the Board providing an overview of the 2022-2023 Budget, noting many new additions requested. The Board will receive the Superintendent's budget on January 14, 2022, which will be posted to the website as well.

**XIII. Additional Agenda Items**

None.

**XIV. Financial Reports**

- A. December 2021 Disbursements – sent to BOE via e-mail.
- B. Monthly Financial Summary, December 2021  
The Board received and reviewed the monthly report.
- C. Budget Transfers  
None currently.

**XV. Citizen Participation**

None.

**XVI. Adjournment**

MOTION: (Barlow/Ellsworth) Motion to adjourn the Board of Education meeting at 6:48 p.m.  
Motion passed unanimously.

Respectfully submitted,

Kymerli A. Gaylor, Clerk

## Educational Specification for Eastford Elementary School

**Project: Partial Roof Replacement, Energy Conservation and PV System  
Eastford Elementary School  
12 Westford Road, Eastford, Connecticut 06242**

### 1. RATIONALE:

The long-range plan for the district shows Eastford Elementary School calling for a replacement of approximately 14,300 square feet (SF) of the roofing sections at the school. The last roof replacement project was performed in 2007 where 8,059 SF of existing roof was replaced, another area of roofing where 5,778 SF was replaced, both areas are not within the scope of work for this project. Prior to that the remaining 14,300 SF of roofing was last replaced in 1990. The existing roofs show significant signs of wear and have been patched many times. Leaks in the existing roofs have become increasingly common each year causing damage to interior finishes. Damaged interior finishes, including flooring have been repaired and replaced regularly. The resulting maintenance cost to repair roof leaks has increased year after year.

Roof replacement is scheduled for the summer of 2022 for 14,300 s.f. of roofing, removing all roofing components, asphalt shingles, flashings & gutters. Storm drainage & plumbing systems will be analyzed and supplemented and/or replaced if found to be insufficient or non-code complaint. The roof will be designed to support a full PV solar system also scheduled to be installed the summer of 2022, following the roof replacement. The roof will be constructed to accommodate the addition of solar panels. The ceiling areas beneath this roofing structure, in the attic, contain existing batt insulation for this portion of the school. The existing insulation is in poor condition, is missing in areas and does not meet current code. It is scheduled to be replaced resulting in a code compliant insulation R-value of 38. This portion of the project will be filed under the Energy Conservation status of this project, also during the summer of 2022.

### 2. LONG – RANGE PLAN:

The district's school facilities provision calls for a quality and appropriate learning environment for the students & staff and to be more environmentally sustainable. In order to comply with this aspect of the plan, it is required to remove and replace the existing, proposed 14,300 s.f. of older roof at Eastford Elementary School.

### 3. THE PROJECT:

The project proposes the following components of its roof replacement project:

- Design and prepare the project for bidding in early 2022.
- Bid and award the roof in Spring 2022
- Order and procure all materials in the Spring of 2022.
- Remove existing asphalt shingles over the proposed 14,300 s.f. of roof area including existing perimeter flashing, termination flashings, gutter flashings as required for a code compliant roof replacement project.
- Install new roofing asphalt shingle system with integrated flashings and gutters (as required). Area consists of 14,300 s.f. of asphalt shingles placed over a new ice & water shield.
- The current school includes grades PK-8 with an enrollment of approximately 150 students and houses various classrooms, multi-purpose room, gymnasium, auditorium, art rooms, music rooms, special education classes, nurses' office, main office, kitchen, server, cafeteria, custodial spaces, storage rooms, boiler room, administration offices.
- The original facility was constructed in 1949. The 1949 basement is poured concrete walls. The floor deck and the frame of the building is wood. Roof structure is wood framed. The 1963 is partially concrete floor on a metal deck and partially pre-stressed concrete floors with concrete beams. The walls are wood framed with brick veneer. Ceiling joists are wood with wood frame for the roof structure. The 1991 gymnasium, not in project scope, is concrete block with brick veneer, metal deck with flat roof and newer EDPM membrane.
- No FFE will be included in this project.

### 4. BUILDING SYSTEMS:

- Security: not in project scope
- Public Address: not in project scope
- Technology: not in project scope
- Phone System: not in project scope
- Clocks: not in project scope

### 5. INTERIOR BUILDING ENVIRONMENT:

- Acoustics: not in project scope
- Lighting: not in project scope
- HVAC: various rooftop equipment may be removed, new curbs installed, and flashed in their current location in order to satisfy roofing warranties.
- Plumbing: new storm piping will be required if drain location is relocated or if additional secondary drainage is required by code.
- Windows & Doors: not in project scope

## 6. SITE DEVELOPMENT:

- Site Acquisitions: not in project scope
- Parking: not in project scope
- Drives: not in project scope
- Walkways: not in project scope
- Outdoor Athletic Fields: not in project scope
- Landscaping: not in project scope
- Site Improvements: not in project scope

## 7. CONSTRUCTION BONUS REQUESTS:

Eastford Elementary School houses the following special programs eligible for a school construction bonus.

- School Readiness: Yes
- Full Day kindergarten: Yes
- Lighthouse School: not applicable
- CHOICE: not applicable
- Reduced class size: not applicable
- Regional Vo-ag Center: not applicable
- Inter-District Magnet School: not applicable
- Inter-District Cooperative School: not applicable
- Regional Special Education Center: not applicable

## 8. COMMUNITY USES:

Eastford Elementary School is designed for community use during school hours, before and after school hours and on some weekends throughout the school year and summer months. The uses included but are not limited to include:

- PTO
- The Recreation Department
- Summer Enrichment Programs
- Neighborhood and town wide public meetings
- Boys & Girl scouts
- Community choral and other performing arts programs
- Sports Camp
- Basketball Leagues

Various and sometimes multiple areas are used for these functions.

# AIA® Document G802™ – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
Eastford Elementary School Roof  
Replacement  
12 Westford Road  
Eastford CT 06242

**AGREEMENT INFORMATION:**  
Date: January 2022

**AMENDMENT INFORMATION:**  
Amendment Number: 001  
Date: January 26, 2022

**OWNER:** *(name and address)*  
Eastford School District  
12 Westford Road  
Eastford CT 06242

**ARCHITECT:** *(name and address)*  
Silver Petrucelli & Associates, Inc.  
3190 Whitney Avenue  
Hamden CT 06518

The Owner and Architect amend the Agreement as follows:  
Conduct the PV Analysis and Estimate as indicated in the attached bid form per the approval by the Building Committee on 1/25/22

The Architect's compensation and schedule shall be adjusted as follows:

**Compensation Adjustment:**

Increase the original contract value by \$3,800 per the attached add alternate.

**Schedule Adjustment:**

To be completed concurrently with the Schematic Design phase leading to the OSCGR Grant application.

**SIGNATURES:**

Silver Petrucelli & Associates, Inc.

**ARCHITECT** *(Firm name)*

**SIGNATURE**

William R. Silver, AIA, President

**PRINTED NAME AND TITLE**

**DATE**

1/28/22

Eastford School District

**OWNER** *(Firm name)*

**SIGNATURE**

Stephen Bowen, Chair

**PRINTED NAME AND TITLE**

**DATE**

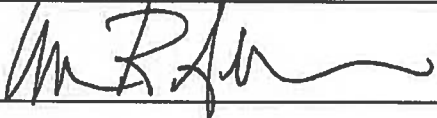
**BID FORM  
Eastford School District**

<b>Roof Design Fee/Construction Bid Package</b>	<b>\$ 14,550.</b>
<b>Construction Oversight</b>	<b>\$ 6,300.</b>
<b>Bid Total</b>	<b>\$ 20,850.</b>

**Exclusions: Hazardous materials investigations or testing**

Firm: Silver, Petrucelli & Associates, Inc.

Name: William R. Silver, AIA, President

Signature:  Date: 1/13/2022

The fees above include \$5,175 for all of the OSCGR ed specs, estimates, reviews, paperwork and approvals for the project from beginning to end.

**Add Alternate:**

PV Analysis and Estimate including ZREC filing      \$3,800 (PV systems owned by Eastford Public Schools are now reimbursable by the OSCGR)

**FEE QUALIFICATIONS**

Customary reimbursable expenses included in our fees are in-state travel, CAD services, photography, progress and report printing and other related progress printings as well as the one post-PCR print set to the SCG. We've anticipated 4 weeks of once per week observations/job meetings and field reports during active construction.

After an agreement is executed, and perhaps during design or construction administration phases, additional services may be requested by the District. Any additional services that may be required will be charged in accordance with our attached hourly rates. The following sample reimbursable expenses are usually not included in our fee proposals in order to limit the District's costs.

1. Travel beyond the State of Connecticut in connection with the project
2. Special Testing Services that may be required by the Local Building Official
3. Replacement of mechanical or electrical systems
4. Interior renovations or alterations
5. PV Analysis (see Add Alternate fee above)
6. Most meetings with the Building Committee are assumed to be virtual.
7. Hazardous materials testing, design or hazardous monitoring services per the RFP
8. Structural or civil engineering services
9. Referendum marketing or presentations