

BUILDINGS & GROUNDS COMMITTEE MEETING

Monday, April 17, 2023, at 6:00 P.M.

Location: The Prosper Valley School and Zoom

[Zoom recording](#)

Attendance:

Joe Rigoli, Bob Crean, Matt Stout, Sherry Sousa

1. Call to Order at 6:03 p.m.
2. Campus Tour: Completed
3. Start Zoom Option: Commenced at 6:40 p.m.
4. Amendments to agenda: None
5. Public Comment: None
6. Status Updates for any Construction In-progress: Joe shared that the District declined JCI's proposal for an energy management system for the new hydronic based heating system at the MSHS based on economics; JCI will continue with its existing scope of work. Alliance Mechanical will provide a proposal to perform this work.
7. Review Capital Improvement Plan:
 - a. [FY22 CIP Spreadsheet](#)
 - b. [FY22 CIP Justification Sheets](#)Reviewed projects in the FY2024 budget.
Discussed process for Committee to review and approve projects to be included in the FY2025 budget.
Matt to follow up with summary policies / protocols for approving spending that differs from current approved budget.
8. Discuss any upcoming new business (RFPs, capital project proposals):
Parking lot paving at RES - bid received.
Pothole repair behind TPVS - bids not yet received.
District will issue RFPs for HVAC work for summer 2024.
9. Discuss Grounds Department plans for landscaping and snow removal at each campus
Current State:

	Plowing*	Landscaping
MSHS	Subcontracted	In-house
WES	Subcontracted	Subcontracted
KES	Town	In-house
RES	Town	Subcontracted
BA	Town	Town
TPVS	Subcontracted	Subcontracted

*excludes snow removal around buildings and sidewalks; no changes proposed for how that work gets done (combination of in-house and subcontractors)

Recommend Future State:

	Plowing*	Landscaping
MSHS	In-house	In-house
WES	In-house	In-house
KES	Town	In-house
RES	Town	In-house
BA	Town	Town
TPVS	In-house	In-house

*excludes snow removal around buildings and sidewalks; no changes proposed for how that work gets done (combination of in-house and subcontractors)

Strategy Rationale:

Wherever Towns are willing and have the capacity to perform the work, keep it that way to take advantage of current investments in equipment and human resources. Where Towns are not willing to do the work due to lack of capacity, replace subcontractors with an in-house plowing / landscaping team to reduce budget impacts of third party contracts to District budget.

Resources Needed:

Two trucks with plows (one is already in current budget).
One new FTE.

Next Steps:

Price out new equipment and budget incremental O&M and fully loaded salary addition.
Perform a Capital Budgeting investment analysis of proposed strategy to calculate cost savings year over year, payback period, and NPV.
Analyze financing options for equipment (cash purchase, loan or lease).
Review proposal with financial analysis at next B&G committee meeting.

10. Adjourned at 7:50 p.m.