

Litchfield Board of Education**Monday, March 15, 2010, Litchfield Intermediate School Art Rm., 6:30 p.m.**

A regular meeting of the Litchfield Board of Education Facilities and Technology Sub-Committee was held on Monday, March 15, 2010 at 6:30 p.m. in the Intermediate School District Office Conference Room.

Members Present: Mr. Shuhi (chair), Mrs. Fabbri and Mr. Falcetti.

Also Present: Dr. Wheeler, Messrs. Noone, Simone, Katzin, Buccitelli, Crowe and Mr. Jack Healy (P.W. Director).

MOTION made by Mrs. Fabbri and seconded by Mr. Shuhi: to approve the minutes of the regular meeting of December 21, 2009.

MOTION carried. All votes were in the affirmative. Mr. Falcetti abstained.

Communications - none

Public Comment - none

Old Business - none

New Business

a. Presentation by P.W. Director Jack Healy regarding maintenance proposal:

- Concept started approximately ten years ago; organizational chart was presented; changed maintenance for town as a whole.
- Combine public works staff and school maintenance department;
- Preventive maintenance is important; Facilities Manager would report to Director of Public Works.
- Analyze ways to reduce costs; combine equipment; try not to duplicate efforts.
- School Facilities Manager would remain in schools; current school budget for maintenance is approximately \$750,000; schools are in good to excellent condition; Center school needs some repairs; storage now a weakness; lack of flexibility in budget for contracted out-sourcing; currently a minor duplication of staff and equipment.
- Opportunities: Improved service; implementation of Preventive Maintenance Programs; cross-training of maintenance staff; reduction in equipment; storage of equipment.
- Cost Avoidances: Construction of maintenance building; purchase of vehicles; contracting preventive maintenance work (a \$70,000 quote).
- Cost Savings:
 - (1) First year \$25,000 to \$50,000
 - (2) Decrease in future costs
 - (3) Cost reduction resulting
 - (4) Cross training
- Discussions: Use of facilities manager; discussed overtime for custodians; savings could be from equipment and use of personnel. Discussed part time maintenance persons; special events go through Tony Crowe; changes in custodial staffing would

be a coordinated effort between town and schools. Time frame would be 2010-2011 budget year. Discussed effect on unions; discussed agreement the town to statutory responsibilities of Board of Education; discussed possibility of delaying for one year as it is close to the end of 2010-2011 budget process; present organization of Public Works will be changing in the near future. Board of Education will be in charge of the public use of the buildings.

Technology – Update on any current or outstanding matters - none

Strategic Plan Discussion – Next Steps - none

Future Agenda Items – none at this time

MOTION made by Mr. Falcetti and seconded by Mrs. Fabbri: to adjourn the meeting at 7:38 p.m.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully Submitted
Donald R. Falcetti
Litchfield Board of Education