



COLCHESTER BOARD OF EDUCATION
Colchester, Connecticut

FACILITIES COMMITTEE MEETING

June 9, 2023 12:00 PM
Board of Education Central Office
127 Norwich Avenue, Suite 202

MINUTES

COMMITTEE MEMBERS PRESENT: Christopher Rivers, Margo Gignac

ADMINISTRATION PRESENT: Superintendent Daniel P. Sullivan, III, Assistant Superintendent Dr. Charles E. Hewes

OTHERS PRESENT: Executive Assistant to the Superintendent/Board Clerk Heather Petit

1. **CALL TO ORDER**

1.1 Call to Order

Superintendent Sullivan called the meeting to order at 12:05 PM

1.2 Roll Call

A roll call of Committee members was conducted.

2. **PUBLIC COMMENT**

2.1 For Public Comments, Please See Bylaw on Meeting Conduct
None.

3. ***PRIORITY DISCUSSION/ACTION ITEMS**

3.1 *Selection of Committee Chair

Motion by: M.Gignac

To appoint Christopher Rivers as Chair of the Facilities Committee

Seconded by: C.Rivers

Roll call: All in favor

Vote: Motion carried

3.2 *Selection of Committee Secretary

Motion by: C.Rivers

To appoint Margo Gignac as Secretary of the Facilities Committee

Seconded by: M.Gignac

Roll call: All in favor

Vote: Motion carried

3.3 *Central Office Conference Room

Motion by: C.Rivers

To approve the central office conference room plan and add it into the capital plan

Seconded by: M.Gignac

Roll call: All in favor

Vote: Motion carried

3.4 *Capital Requests

Discussion was had in regard to capital requests and agreement that the Committee will reevaluate the plan on an annual basis. The Committee discussed priorities for the plan which included legal requirements, health and safety of students, environmental factors, and nice to haves. The Committee discussed the priority of items on the capital improvement list with the fire alarm being a top priority. Mr. Sullivan recommended that a replacement cycle for desk and chairs be added in the future to the capital plan.

3.5 *Technology Plan

The Committee discussed the current technology plan. Dr. Hewes said that devices (laptops, chromebooks, etc.) do have a replacement cycle in the general budget. Mr. Rivers recommended that the hardware replacement cycle be included in the technology plan as well.

3.6 *Review/Revise Capital Plan

Superintendent Sullivan stated that he would work on a draft update and prioritization of items for the capital plan to bring to the Committee.

4. PUBLIC COMMENT

4.1 For Public Comments, Please See Bylaw on Meeting Conduct
None.

5. ADJOURNMENT

Motion by: M.Gignac

To adjourn the meeting at 12:57 PM

Seconded by: C.Rivers

Roll call: All in favor

Motion carried.

Respectfully submitted,

Heather R. Petit

Executive Assistant to the Superintendent/Board Clerk