

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

**Tuesday, March 2, 2021
Long Range Plan Sub-Committee
4:30 p.m.
Google Meet**

Minutes:

Members Present: Michelle Palumbo, Don Perreault, Christina Kuehlewind, Zachary Hayden

Also Present: Dr. Kristina Maritneau, Superintendent; Lesley Wysocki, Business Manager and Roger LeFleur, Consultant

- I. **CALL TO ORDER:** The Long Range Plan Subcommittee meeting was called to order at 4:31 p.m. by M. Palumbo, Chair.
- II. **Nominations of Officers:**
 - Don Perreault nominated as Chair by Michelle Palumbo, Second by Zach Hayden. No other nominations: Vote Unanimous.
 - Michelle Palumbo- nominated as Secretary by Don Perreault - Second by Z. Hayden. No other nominations: Vote unanimous
- III. **APPROVAL OF MINUTES**
 - A. November 10, 2020: **MOTION** by Z. Hayden and **SECOND** by M. Palumbo to approve the minutes of November 10, 2020. Vote unanimous.
- IV. **NEW BUSINESS:**
 1. Review current plan (2021-26) & letter to Board of Finance (Enclosures #2 & 3)
 2. Review RFQ/P for Daisy Projects – discussion and approve
 3. Discussion/Authorization for high school RFQ/P projects

Mrs. Lesley Wysocki reviewed the current plan and followed up on prior discussion of adding a Facility Study in 2024/2025. Mr. Roger LeFleur reviewed Daisy RFP/RFQ (classroom unit ventilators/air handling units and exhaust units). Grant money will be used for 2 units, which will be done in April, which will provide information to unforeseen expenses. The RFP is written for adjustment of the number of units to be replaced, in order to stay within budget. The committee approved the RFP/RFQ for Daisy. The committee approved Mrs. Lesley Wysocki and Roger LeFleur to move forward with the bid posting.

Vote was unanimous

With the unknown of state decisions on new standards for ventilation, etc, which were going to be mandated in regard to air purification, Mr. Roger LeFleur waited to see if there were new regulations before proceeding forward with High School

RFP/RFQ. Since there are no new regulations, Mr. Roger LeFleur will proceed with creating RFP/RFQ with the highest quality of filtration at this time.

The committee approved Mr. Roger LeFleur and Mrs. Lesley Wysocki to move forward with High School RFP/RFQ, which is to be written with the same language as Daisy and what units/equipment will be replaced in the high school.

If the units are over budget, the units that are not within the budget will be moved to the following year for replacement.

The Committee gave permission to the business manager to send a letter to Board of Selectmen and Board of Finance.

A special meeting will be held with the full Board of Education.

- V. ADJOURN: MOTION to adjourn at 5:01 p.m. by M. Palumbo and SECOND by C. Kuehlewind. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind , Board Secretary Cecilia S. Lester, Board Recording Clerk

TBA