

**School Capital Improvements Subcommittee**  
**Wednesday, March 6, 2024**  
**9:00 AM – 10:15 AM**  
**Remote via Zoom**

*Subcommittee Members Present:* Helen Charlupski (Chair), Sarah Moghtader, and Mariah Nobrega. *Subcommittee Members Absent:* Suzanne Federspiel.

*Staff present:* Charlie Simmons, Director of Public Buildings, Town of Brookline; Susan Givens, Deputy Superintendent for Administration and Finance; Karen King, PSB Operations Manager; and Betsy Fitzpatrick.

*Others present:* Carol Levin, Chair of the Advisory Committee's Capital Subcommittee.

Ms. Charlupski opened the meeting at 9:00am.

**1. Approval of the December 5, 2023 Capital Improvements Subcommittee Meeting Minutes**

On a motion of Ms. Charlupski, and seconded by Ms. Moghtader, the subcommittee voted unanimously, by roll call, with 3 in favor (Ms. Charlupski, Ms. Moghtader, and Ms. Nobrega), 0 opposed, and 0 abstentions, to approve the minutes of the December 5, 2023 Capital Improvements Subcommittee meeting.

**2. Update on the CIP**

Dr. Givens presented an update on the CIP. The town's proposed CIP allocation for the school department will cover deferred maintenance for FY25, FY26, and FY27. The frontloading of the allocation will allow the school department, working closely with the Public Buildings Division, to carefully and planfully address important deferred maintenance items. The FY25 CIP allocation funds, among other items, the PSB classroom capacity requests (to cover leases for BEEP classrooms at Temple Emeth and Temple Ohabei Shalom), \$125,000 for replacement cafeteria tables in the BHS 115 Greenough cafeteria, \$200,000 for classroom modifications to meet IEP accommodations, and \$2,120,675 for deferred maintenance items (the prioritized list of which was previously developed and shared). Dr. Givens noted that the lease at 2 Clark Road will end on June 30, 2024, which represents an annual savings of \$1 million. Ms. Charlupski remarked that when the new Pierce School is complete, three of the BEEP classrooms currently located at Temple Ohabei Shalom will be relocated there. She also provided historical context for the term "classroom capacity". Originally, the classroom capacity account was funded in order to address ongoing space needs for students and staff within the existing eight elementary schools. The original intent was to fund "expand in place" modifications. As K-8 enrollment increased, the space available for BEEP classrooms in our elementary schools decreased. As a result, BEEP classrooms were moved to leased spaces. The long-range plan is to return all BEEP classrooms to PSB-owned property. Ms. Levin stated that the Advisory Committee, and the AC Capital Subcommittee, will be interested in knowing the rubric used in developing the prioritized list of deferred maintenance projects, and cautioned that the Town Administrator's proposed CIP allocations are subject to Advisory Committee approval. Specifically, the Advisory Committee is expected to have questions about the classroom capacity line item in the CIP.

### **3. Clark Road Relocation Plan**

Dr. Givens provided an update on the status of the plan to move staff from 2 Clark Road to Baldwin School; curriculum and program coordinators are among those being moved. She is meeting with staff on Friday to provide them with the latest logistical and timing details for the move. A tour of Baldwin for the impacted staff will be arranged once more work at the site has been completed. Staff will occupy the upper floor, so that is where Mr. Simmons is concentrating the repair and renovation work. Dr. Givens noted that Brookline Adult and Community Education (BACE) staff have already been relocated to the High School, the site of most of their classes.

### **4. Update on Baldwin School Repairs and Renovations**

Mr. Simmons updated the subcommittee on the status of repairs and renovations at Baldwin School. He reported that there have been some common construction project delays, but that rough inspections for wiring and plumbing have been completed and he is confident that work on the upper floor will be substantially completed by May 1.

### **5. Discussion of FY25 School Repair and Maintenance Budget Request**

Mr. Simmons discussed the School Repair and Maintenance budget. He reported that the FY24 CIP allocation has a balance of approximately \$211,000; that funding will be used first when starting on the prioritized list of school repair and renovation projects. Ms. Nobrega reminded the subcommittee that the School Department requested \$2.1 million for FY25 CIP; the proposed allocation exceeds our request, but the funds are designed to be expended over the next three fiscal years. Ms. Levin cautioned that the proposed CIP allocation for the school department is expected to be a controversial topic with the Advisory Committee (AC). AC members would like to know how school CIP projects are prioritized, how the projects reflect district priorities, and how competing demands for limited dollars are balanced. Dr. Givens noted that a lot of staff work has gone into creating the detailed, prioritized list of school-based repair and maintenance projects. It was agreed that the list of these R&M projects (originally created last fall) will be reviewed and shared with AC as soon as possible. Ms. Nobrega closed the discussion reiterating that, while she favors the multi-year approach to CIP funding allocations that has been used this year, the school district's request for FY25 CIP was \$2.1 million.

### **6. Discussion of School Utility Costs**

Mr. Simmons presented the two attached documents showing school utility costs. He is projecting an \$800,000 shortfall in the budget for FY24 school utility costs. Approximately \$600,000 of that shortfall will likely be covered by savings in school district health insurance costs. He is working with the deputy town administrator to identify how the remaining \$200,000 projected shortfall will be addressed. The proposed school utility budget for FY25 is more realistic, and next year we should not be facing a shortfall. He noted that energy efficiency and sustainability are two different goals; he looks forward to more guidance from the town about electrification efforts, including how they will be funded. Ms. Charlupski closed by noting that our new buildings are very efficient, which is important.

### **7. New and Old Business**

Mr. Simmons provided a brief update on work at Old Lincoln School and the former Newbury College building, in preparation for the move of Pierce School students to those sites

during the school construction project (which is awaiting a final vote from the Building Commission). The project budget allocated \$1.5 million for repairs and renovations, transportation, and moving costs. Of that total, \$575,000 was earmarked for repairs and maintenance, and \$487,000 has been spent. Mr. Simmons noted that he has been working very collaboratively and productively with Pierce Principal Yadoff throughout this process, and the buildings will be ready for students in September.

The meeting was adjourned at 10:15am

FISCAL YEAR 2022

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	ORIGINAL BUDGET	TRANSFER	TOTAL	ACTUAL EXPENSE
25003430	522400	BUILDING MAINTENANCE	2022	07/01/2021	2,484,959.00	267,562.00	2,752,521.00	2,544,626.91
25003430	561010	ELECTRICITY	2022	07/01/2021	1,623,007.00	270,000.00	1,893,007.00	1,877,778.52
25003430	561011	NATURAL GAS	2022	07/01/2021	815,816.00	180,000.00	995,816.00	1,031,433.20
25003430	561020	GENERATOR FUEL	2022	07/01/2021	1,000.00		1,000.00	360.20
25003430	561021	GASOLINE	2022	07/01/2021	8,753.00		8,753.00	3,801.57
25003430	561030	WATER	2022	07/01/2021	181,597.00		181,597.00	161,301.41
							3,080,173.00	3,074,674.90

\*\*RESERVE FUND TRANSFER

FISCAL YEAR 2023

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	ORIGINAL BUDGET	TRANSFER	TOTAL	ACTUAL EXPENSE
25003430	522400	BUILDING MAINTENANCE	2023	07/01/2022	2,937,083.00	151,120.00	3,088,203.00	2,935,576.15
25003430	561010	ELECTRICITY	2023	07/01/2022	1,665,165.00	464,160.00	2,129,325.00	2,087,518.44
25003430	561011	NATURAL GAS	2023	07/01/2022	795,485.00	322,000.00	1,117,485.00	1,116,534.72
25003430	561020	GENERATOR FUEL	2023	07/01/2022	2,000.00		2,000.00	1,763.70
25003430	561021	GASOLINE	2023	07/01/2022	13,125.00		13,125.00	5,195.65
25003430	561030	WATER	2023	07/01/2022	155,500.00	57,000.00	212,500.00	208,715.13
							3,474,435.00	3,419,727.64

FISCAL YEAR 2024

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	ORIGINAL BUDGET	TRANSFER	TOTAL	ACTUAL EXPENSE AS OF 3.1.24	Anticipated	Encumbered
25003430	522400	BUILDING MAINTENANCE	2024	07/01/2023	3,523,010.00		3,523,010.00	1,242,433.24	2,242,462.70	
25003430	561010	ELECTRICITY	2024	07/01/2023	1,757,131.00		1,757,131.00	1,460,954.22	913,475.78	2,374,430.00
25003430	561011	NATURAL GAS	2024	07/01/2023	885,311.00		885,311.00	737,289.11	344,328.89	1,081,618.00
25003430	561020	GENERATOR FUEL	2024	07/01/2023	2,000.00		2,000.00	2,220.14	0	
25003430	561021	GASOLINE	2024	07/01/2023	3,800.00		3,800.00	3,800.00	0	
25003430	561030	WATER	2024	07/01/2023	160,165.00		160,165.00	139,945.95	75,856.67	215,802.62
							2,808,407.00	2,344,209.42	1,333,661.34	Based on GGD Total for FY2

		<b>BUDGETED <u>FY22</u></b>		<b>BUDGETED <u>FY23</u></b>		<b>BUDGETED <u>FY24</u></b>		<b>REQUESTED <u>FY25</u></b>		<b>BUDGETED <u>FY25</u></b>
R&M	\$	2,544,627	\$	2,935,576	\$	3,484,896	\$	3,789,575	\$	3,616,835
ELECTRICITY	\$	1,877,779	\$	2,087,518	\$	2,374,430	\$	2,322,131		
NATURAL GAS	\$	1,031,433	\$	1,116,535	\$	1,081,618	\$	1,024,511		
GENERATOR FUE	\$	360	\$	1,764	\$	2,220	\$	2,000		
GASOLINE	\$	3,802	\$	5,196	\$	3,800	\$	3,800		
WATER	\$	161,301	\$	208,715	\$	215,803	\$	291,665		
TOTAL UTIITIES	\$	3,074,675	\$	3,419,728	\$	3,677,871	\$	3,644,107	\$	3,639,910

3/5/2024

PIERCE OLD LINCOLN NEWBURY

<b>BUDGET - OVERALL</b>		<b>\$ 1,500,000</b>
BUDGET - CAPITAL		\$ 575,000
EXPENDITURES	OLD LINCOLN	\$ 13,990
	NEWBURY	\$ 74,933
	PIERCE	\$ 3,907
ENCUMBRANCES	OLD LINCOLN	\$ 33,895
	NEWBURY	\$ 361,159
TOTAL		\$ 487,884
BALANCE		\$ 87,116
BUDGET - TRANSPORTATION		\$ 800,000
BUDGET - MOVE		\$ 125,000
<b>BUDGET BALANCE OVERALL</b>		<b>\$ 1,012,116</b>