

**NOT FINAL UNTIL APPROVED BY THE BOARD**

**BURLINGTON BOARD OF SCHOOL COMMISSIONERS  
INFRASTRUCTURE AND TECHNOLOGY COMMITTEE MINUTES**

*January 17, 2017*

*5:30 P.M.*

*Ira Allen Board Room*

Attendance:

Board Committee: *Commissioner David Kirk, Chair; Commissioner Mark Barlow, Commissioner Anne Judson, Commissioner Kathy Olwell (5:40 PM)*

Administration: *Paul Irish, Sr. Director; Marty Spaulding, Director; Nathan Lavery, Sr. Director*

Public:

The meeting was called to order at 5:33 PM

1. Mission
2. Approval of Agenda

*Motion to approve agenda (Commissioner Barlow/Commissioner Judson)*

Result: All approve.

3. Public Comment  
No public present
4. Motion to Allow ITC to Approve Pre-Qualification List of Contractors

As part of our continued capital work, we are preparing for summer construction. As part of the state law on public bids for schools (see below), we go through a pre-authorization process to ensure that bidders have the capacity to complete a project of this scope within the time required.

16 VSA 559.b.2: At least 60 days prior to the proposed bid opening on any construction contract to be awarded by a school board that exceeds \$500,000.00, the school board shall publicly advertise for contractors interested in bidding on the project. The advertisement shall indicate that the school board has established prequalification criteria that a contractor must meet, and shall invite any interested contractor to apply to the school board for prequalification. All interested contractors shall submit their

qualifications to the school board, which shall determine a list of eligible prospective bidders based on the previously established criteria. At least 30 days prior to the proposed bid opening, the school board shall give written notice of the board's determination to each contractor that submitted qualifications. The school board shall consider all bids submitted by prequalified bidders meeting the deadline.

This is a motion to ask the board to designate this committee to approve the list of prequalified bidders. We did a similar process for the two prior construction years (see ITC minutes of Dec 22, 2015; Feb 14, 2015).

It is the consensus of the committee that the chair bring it to the board chair for inclusion on the consent agenda.

## 5. Telecom Services and E-Rate Update

We have submitted RFP for telecom-related services as per Federal e-rate requirements. Although this is an annual process, this year it is unique in that several of our 5-year contracts will expire. The Federal program provides discounts or reimbursements to schools and libraries for certain services, funded by the Universal Service Fund charge on telephone bills.

The RFP include:

Fiber WAN and Internet Access

VoIP Telephone Service

Internal Connections (Wiring and Wireless Access Points)

Discounts have ranged up to 80% over the past 15 years, based on Free and Reduced Lunch population. Changes in the regulations a few years ago suggest our expected discount will be about 80% on Fiber WAN and Internet Access, up to 80% on Internal Connections, and 20% on VoIP.

More detailed information on the program, eligible services, requirements, references and tools to see the full Form 470 RFP documents is available at [www.usac.org/sl](http://www.usac.org/sl).

## 6. Update on Property Services Items

### A. Solar Trackers

Discussion of pros and cons of solar tracker proposal. Total cost and effort, use of land, etc. What is the meaningful value for the district.

## B. Capital Work Timeline

Next steps:

Windows upgrade to second floor of Champlain (contractor pre-qualification).

Also depends on capital bond proposal. Conceptual designs for Ira Allen and for BHS/BTC.

Contractor pre-qualification.

Bids from Contractor.

## C. Architectural Services

Bid laws exclude services (such as architectural, legal fees). For big projects it can be a percentage of the total building project cost, as part of a bid process. For small projects it can be an hourly fee rate, and a company that is familiar with our system may be more cost effective.

7. Next Meeting - February 21, at 5:30 pm, Ira Allen

March will be the last separate meeting, board restructuring will be in April, and then we expect to have a joint committee.

8. Adjournment

*Motion to adjourn (Commissioner Judson /Commissioner Olwell) at 6:20 PM*

All in favor.

Respectfully submitted,  
Paul Irish