

**Salem Board of Education  
Long-Range Educational Planning Subcommittee Meeting  
Special Meeting  
Monday, November 27, 2023  
Media Center  
4:30 PM**

**Present:** Tiffany Cunningham (Chair), Ryan Little

**Administration:** Kim Gadaree, Business Manager and Chris Lund, Director of Facilities

1. Call to order at 4:33 pm by Tiffany Cunningham.
2. Approval of the meeting minutes for November 6, 2023. RL/TC Unanimous
3. Capital Plan and Maintenance Plan Review: Tiff Cunningham asked Chris Lund questions about the proposed building duct cleaning and Chris explained that the proposal is for the building ducts to have an initial cleaning and then future cleanings would perhaps fall under maintenance; portions of the system could be cleaned each year as opposed to having the entire system cleaned. He noted that the present system may have never been cleaned. The cost estimate for the duct cleaning is based on a quote for the East Lyme Middle School which has similar square footage to the Salem School.

Chris Lund reviewed the 2025-31 portions of the Capital Improvement Plan (CIP). There was support for moving the bathroom updates/renovation out to 2027-28, and Chris Lund agreed to consider the change and update the draft CIP for the upcoming BOE meeting if appropriate.

The subcommittee discussed the importance of bringing electricity out to the front road-side sign if and when the front parking area is upgraded. Since the sign has recently been replaced, the subcommittee discussed lighting for the sign, but not replacement of the sign at this time.

It was agreed to simplify the wording in the CIP with regards to landscaping and to modify the line item for vehicle bollards to read "Install vehicle traffic barriers where needed." The cost estimate is based on 87 bollards, but the intent would be to consider various forms of traffic barriers to determine the best fit for the Salem School.

The subcommittee only foresees installing an EV charging station if grants are available and upfront costs are within reason.

4. The Energy Project Update: The project is scheduled to finish this week.
5. Salem School Roof Update: The chimney was repointed and all work is completed except for the installation of the HVAC system planned for later this school year.
6. Other: None.
7. Next Regular Meeting Date: January 8, 2023 at 5:00 pm
8. Meeting adjourned at 5:31 pm. RL/TC Unanimous