

**Brookfield Board of Education
Business & Facilities Committee
Minutes - Regular Meeting, Monday December 12, 2016**

Members Present: Paul Checco, Eve Sturdevant and Tara Lerner. Also present were Superintendent John Barile, Business and Operations Director Ken Post, Accounting Supervisor Joan Reynolds, Facilities Director Tom Tibola, Human Resource Specialist Terri Kavanagh, and Town/BOE Purchasing Agent Jerry Gay.

Call to order: Meeting called to order at 5:40 by Mr. Checco.

Public Comment: No members of the public present.

Board of Education Financial Reports

November Financial Report: Mr. Post reported that overages in Transportation, Special Education Tuition, and Professional Services would be offset by the Excess Cost Grant as well as expected balances in Substitutes, Salaries, and Workers Compensation. There was discussion of the Transportation budget, pension budget, and salary encumbrances.

Check registers: There were no questions.

There was a motion to move agenda item VI.b. to the next item.

Pay Rate Guidelines: Mrs. Kavanagh reviewed a proposal to increase Paraprofessional and Secretary Substitute pay rates to account for the anticipated increase in the minimum wage January 1, 2017. The Committee asked if this would have an impact on the budget. The committee also had a discussion on payments for gate keepers at athletic events. This will be put on the agenda for the next B&F meeting.

Old Business

Purchasing Agent Update: Mr. Gay reviewed the projects he has completed to save the Town and BOE money (Electric rates, diesel fuel, and heating oil). He also reviewed projects that he is currently working on such as policies, phone costs, and RFP's.

Update on BHS Water Project: Mr. Post received communications from Lenard stating that they believe that they faithfully did everything they were required to do based on our contract with them. Mr. Tibolla provided Mr. Checco with a copy of the contract.

Honeywell: The committee recently received a large amount of documentation from Honeywell. They do not feel that they have the time to properly review everything before the December 31, 2016 deadline on the current Eversource incentives.

BHS Roof RFP: Mr. Tibolla reported that he and the architects will be meeting with the State the next day (12/13/16).

BHS Auditorium lights, video, and sound project: Mr. Tibolla reported the project should be complete by the end of the week. He will be meeting with the contractor to make sure everything is complete.

School Dude: The committee questioned a painting project. The committee would like to see a report on work orders for the Center and Huckleberry restrooms.

CIP 10 Year Plan: There was no discussion.

Huckleberry Portables: Once we retain an architect, we will develop a plan for removal and replacement of the portables. Mr. Barile expressed his concern that if we do not retain the architect soon we may not have time to complete the project before the beginning of the next school year.

Architect RFP: Mr. Checco reported that the RFP is almost complete.

Center School Floor: Mr. Tibolla reported the contractor has asked to use a different product to re-do the floor. Mr. Tibolla provided the product specifications to Mr. Checco. Mr. Checco will review with a floor specialist and advise us how to proceed.

BHS Science Wing A/C: Mr. Tibolla reported he met with a representative from Trane regarding components that are compatible with the unit ventilators we currently have. The committee discussed various options and decided to instruct Mr. Tibolla to purchase the needed units from Trane.

New Business

Discover Video: Mr. Barile reported that it would cost \$17,000 to have our Board meetings live streamed. We are looking at other options.

Status Quo Budget: The committee discussed some of the assumptions used to develop the Health Benefits budget for 2017-2018.

Whisconier Parking Lot: The committee discussed having the on call architect and a civil engineer develop a plan for us.

Restroom Renovations: Mr. Tibolla met with a contractor who uses a product that cleans and applies a protective coat to restroom tiles. He is willing to do one restroom for free as a demonstration.

Miscellaneous Discussion

Visitor Management Systems: Mr. Post reported the Principals and Cabinet had a demonstration of a visitor management system. He also reported two more demonstrations will be held on January 10th.

Master Plan: The committee discussed the idea of issuing an RFP for architects to do a full facilities condition study. This would be useful to the Ad Hoc committee and it would assist Mr. Tibolla in refining the 10 year CIP.

Legal Matter - Bivona lawsuit: A motion was made to enter executive session at 7:09PM.

A motion was made to exit executive session at 7:20PM

Adjournment: 7:20PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations