

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Monday January 9, 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, and Facilities Director Tom Tibola.

**Call to order:** Meeting called to order at 5:32 by Mr. Checco.

**Public Comment:** No members of the public present.

**Board of Education Financial Reports**

**December 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. The committee discussed expenditures related to Special Education Transportation, Legal fees, and Custodial Supplies. The committee suggested Mr. Post put explanatory notes on the financial report.

**Check registers:** Mrs. Sturdevant had questions about two invoices. Mrs. Reynolds will investigate and reply.

**Old Business**

**Update on BHS Water Project:** Discussion tabled until next meeting.

**Honeywell:** The committee will not take any action until it receives an updated proposal with confirmed Eversource incentives.

**BHS Roof RFP:** Mr. Tibolla reported he has received the specifications from the architect and will forward them to Mr. Checco. He also reported that we have a Design Development Review meeting scheduled with the State on January 25th.

**BHS Auditorium lights, video, and sound project:** Mr. Tibolla reported the project is complete. All equipment has been checked and tested. There will be some training now and additional training in several months.

**School Dude:** The committee questioned why there seems to be so many plumbing issues, particularly at the elementary schools. The committee asked Mr. Tibola to report how many restrooms are at the elementary schools and how many of them are out of service.

**CIP 10 Year Plan:** Mr. Tibolla reported we need to add \$300,000 to the high school roof project due to changed requirements from the State since our original estimates. The committee discussed the possibility of prioritizing the roof job within the current budget.

**Architect RFP:** Mr. Post reported the RFP has been issued, posted on the State and Town websites. The closing date is January 19, 2017

**Center School Floor:** Mr. Tibolla reported the contractor has refused to redo the floor with the same product. He is only willing to patch the blistered areas. Mr. Tibolla has contacted our insurance company. It doesn't appear that we have any coverage for this but they are willing to write a letter for us to send to the contractor.

**BHS Science Wing A/C:** Mr. Tibolla reported he met with several contractors regarding our plan to purchase Trane components to install in our existing unit ventilators. All of the contractors were doubtful that this solution would work. Mr. Tibolla suggested hiring a mechanical engineer to design a solution for us.

#### **New Business**

**Athletic Events:** This agenda item was tabled until next month.

**ECS funding cut - Verbal request from First Selectman through BOE Chairman Mr. Belden for the Business & Facilities Committee to identify \$126,000 in possible savings in the current fiscal year:** The committee discussed the request from the First Selectman. Mrs. Lerner advised the committee it appeared the Town budgeted less revenue than the State originally projected. The State originally projected Brookfield would receive \$1,543,878 and cut that amount to \$1,417,583, a reduction of \$126,295. Since the Town only budgeted \$1,481,600 the shortfall is only \$64,017. The committee asked Mr. Post to verify the ECS budget amount with the Town Controller. The committee discussed offering the Town the \$50,000 restitution funds meant to offset the cost of the forensic audit.

**Building Condition Survey:** Mr. Barile reported the survey was approved by the Board of Education. The committee must identify where we will find the funds to pay for it.

**2015-2016 Audit Update:** Mr. Barile reported he and Mr. Post participated in a conference call with the Town's outside auditor, the Board of Finance's Audit Committee, First Selectman, Town Treasurer, and Town Controller. The discussion was based on concerns that the audit is very late and might not be completed on time. The Town Controller expressed difficulty in reconciling the Board of Education's funds. At the end of the call, it was agreed that the Town Controller would use a spreadsheet provided to her by Mr. Post on September 20, 2016 to reconcile the

funds. The spreadsheet is a summary of the BOE's General Ledger and ties out to the New World system.

### **Miscellaneous Discussion**

**HHES Restroom Floor:** Mr. Tibolla showed the committee before and after pictures of a restroom floor that was refinished with a product discussed at last month's meeting.

**Presentation of Budget:** BOE Chairman Mr. Belden suggested a change in format for presentation of the Status Quo Budget. The presentation will include a "2016-2017 Forecast" column. This will allow us to eliminate the "Budget Adjustments" column and make the presentation easier to understand.

**Special Education Costs:** The committee discussed the need to closely monitor Special Education costs.

**Adjournment:** 6:52PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations