

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Monday March 13, 2017**

**Members Present:** Paul Checco, Eve Sturdevant, and Tara Lerner. Also present were Superintendent John Barile, Business and Operations Director Ken Post, Facilities Manager Tom Tibolla, and Accounting Supervisor Joan Reynolds.

**Call to order:** Meeting called to order at 6:18 by Mrs. Lerner.

**Public Comment:** Rich Saluga asked when he would receive responses to his email questions.

**Board of Education Financial Reports**

**February Financial Report:** The committee discussed the financial reports.

**Check registers:** The committee asked about expenditures for special education, professional development, athletic officials, and Home Depot.

**Old Business**

**Update on BHS Water Project:** Mr. Checco reached out to Lenard but they have not responded. He asked that we have the Purchasing Agent modify the bid form to break out the segments of the project.

**BHS Roof RFP:** Mr. Post reported the bids are due Thursday March 16, 2017. After they are opened the Purchasing Agent will distribute a tabulation sheet.

**School Dude:** The committee discussed the issues with the handicap door at the high school and the need to close out old work orders.

**Architect RFP:** The Purchasing Agent will be instructed to send a letter of intent to Fuller and D'Angelo and get a contract for the First Selectman to sign.

**Center School Floor:** Mr. Post reported he has received a draft letter from the attorney to send to the contractor. The committee also suggested copying our insurance carrier and the contractor's insurance carrier.

**Athletic Events:** Mr. Post reported he has not had an opportunity to analyze the gate receipt and disbursement information.

**15-16 Audit Update:** The committee discussed the payroll accrual and pre-school tuition issues. They also discussed Mr. Cameron's memo on these issues. The Committee suggested that the Superintendent should contact the First Selectman and agree that the Town Controller and BOE Finance Director meet monthly to reconcile the books.

**Special Education Tuition:** Mr. Post updated the committee about an ongoing mediation.

### **New Business**

**Pay in Advance:** Payroll dispute discussed in executive session.

**Huckleberry Hill Fire:** Mr. Barile, Mr. Post, and Mr. Tibolla updated the committee on the fire at Huckleberry Hill Elementary School. They also discussed the recent flooding incident.

### **Miscellaneous Discussion**

**Whisconier Site and Huckleberry Hill Portables:** The committee discussed the need to have the on call architect begin work on these projects.

The committee adjourned into executive session to discuss an attorney client privilege/payroll dispute matter at 7:04PM.

The committee exited executive session at 7:20PM

**Adjournment:** 7:20PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations