

# **MINUTES OF THE REGULAR FEBRUARY MEETING OF THE BOARD OF EDUCATION'S BUSINESS AND FACILITIES COMMITTEE**

**Monday, February 1, 2016**

Chariman Checco called the meeting to order at 5:32PM.

Members in attendance were Paul Checco and Tara Lerner. Also in attendance were Superintendent John Barile, Business and Operations Director Al Cameron, Facilities Director Tom Tibolla and Accounting Supervisor Joan Reynolds.

There was a Public Comment portion of the meeting; Dawn DeCosta spoke regarding the BHS stage lighting and audio projects.

Mr. Cameron requested that items Va,b,c,d and e be moved ahead of item IV on the agenda. The committee agreed.

Mr. Tibolla reported the roof project at BHS is complete; representatives from Firestone, Barrett, Watsky and BPS met regarding the roof. The representative from Firestone reported that the warranty requirements have been met. There are a few remaining paperwork items that will be resolved within the next few days and Barrett will be eligible for their final payment. Mr. Tibolla reported the stage floor project is complete; he authorized additional cleaning and painting work in the area of the project to improve the appearance. A discussion took place regarding the auditorium audio and lighting projects. Mr. Tibolla reported that he has recieved a specification from Mr. Ol; the audio portion is complete but the lighting portion is not. He also reported the specification had been reviewed and approved by Mr. LaMendola. Mr. Checco asked how quickly we can move forward with the project; Mr. Tibolla replied that the specification is incomplete at this time; he will follow up with Mr. Ol.

Mr. Tibolla and Dan Caldwell have received a preliminary bid package form Leonard Engineering on the BHS water project. They reviewed the drawings and specifications and recommended some changes. They are waiting for the revised documents. After the revisions have been made the documents will be forwarded to the state for approval. After state approval is granted, the project can be put out to bid. It is expected the project will be completed over the summer. Mr. Tibolla reported the Huckleberry security cameras and server are installed and working. The need for another camera in the gym was discussed. The TSO camera/door project is expected to be finished later this week.

A discussion took place around School Dude. Mr. Tibolla noted that material costs are being included with the work tickets.

Mr. Cameron reviewed the Year-to Date Object Summary. He referred to the "narrative" which provides written highlights of each of the "Super Object families". He reviewed the salary and benefit accounts. He reviewed the balance in the Instructional Material family of objects, noting the Asst. Supt. has plans for the funds available. Supt. Barile pointed out the large selection of competing math materials in the room. Mr. Cameron brought the committee's attention to over budget conditions in Special Ed. transportation and tuition, and a near over budget condition in Professional Services. He explained those situations should be resolved when the Spec. Ed. Excess Cost Grant is received; the preliminary grant will be awarded later in February. Supt. Barile reported the principals continue to work closely with Asst. Supt. Ruby to insure expenditures from the Professional Education Services account are aligned with and support the District Improvement Plan. Mr. Cameron reviewed the Plant Maintenance & Supplies family of accounts. He will be carefully monitoring expenditures for repairs, lease/rental payments, custodial and maintenance supplies. It is too early in the heating season to get a good reading on heating fuel and propane.

Activity in the General Fund continues as expected; progress is being made in making Journal Entries for deposits and the Cafeteria.

Mr. Cameron reported he typed in the budget amounts for the various grants received from the state DOE; he reported New World training in budget entry is continuing.

Ms. Lerner reviewed the check register and over \$1,000 report. She had some questions which will need to be answered before the register can be approved.

Superintendent Barile reminded everyone the Board of Selectmen's hearing regarding the BOE budget will take place on Tuesday, February 2 at 7:00PM. He invited everyone to attend.

An update on the Ct. Partnership was provided. Supt. Barile reported that the plan was presented to representatives of all BOE bargaining units and he communicated the Board's intention to transition to the Partnership. Three of the six confirmed the Partnership plan is "equal to or better than" the existing plan; two units have asked clarifying questions, he is waiting to hear from one. He believes that there will be a vote of the full Board on February 17.

Mr. Cameron reported on the school lunch program; he handed out a recent monthly report by Whitsons which highlighted efforts they are making to improve the program - their report highlighted new menu items and guest chef visits. He also reported on the improved collections resulting from the negative balance letters being sent to parents. He also reported that he recently received notification from the state that their RFP is approved - so Brookfield can go out to bid.

Mr. Cameron reported that he, Ms. Reynolds and Mr. Leverage met with Blum Shapiro to finalize their findings. They also reviewed a preliminary draft of a policy and procedure manual. Mr. Checco inquired when the "steering committee" would meet to preview the report. Mr. Cameron reported that Supt. Barile has reached out to BOE Chairman Belden to schedule the BOE to be part of a joint meeting with the town. Mr. Leverage is coordinating arrangements with the Town Finance Committee and the Selectmen. Dates being considered are February 22 or 23.

In "New Business" a discussion took place about the approach to the BHS roof project. Mr. Tibolla had been gathering information from architect Joe Fuller about the process necessary to qualify the project for state reimbursement. He informed the committee that the process has to begin with a bid for architectural services or the project architect could be on a "retainer" with the Town or BOE - chosen as a result of a bid process. Mr. Checco noted that for the project to be properly bid and awarded and for the work to be completed over the summer, the bid documents need to be complete by April. At this time, there is no "architect of record" for either the BOE or the Town. To clarify the process Mr. Checco was going to reach out to his contacts at the state; Ms. Lerner was going to check with people she knows in the trades for clarification.

Mr. Cameron reported on the security (\$55K) and the technology grants (\$57K) the Board will receive. He also reported the state is planning on reducing Brookfield's April Educational Cost Sharing Grant payment by \$342,066 - the result of disallowed costs in the annual audit.

At 6:45PM Mr. Checco moved to go into executive session to discuss personnel matters concerning former employees Colley and Kerekes. Ms. Lerner seconded. The session concluded at 6:50PM. The regular meeting reconvened and adjourned at 6:50PM.

Respectfully submitted,

Allan Cameron  
Secretary