

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Tuesday October 11, 2016**

**Members Present:** Paul Checco and Tara Lerner. Also present were Superintendent John Barile, Business and Operations Director Ken Post, Accounting Supervisor Joan Reynolds, Facilities Director Tom Tibola, and Purchasing Agent Jerry Gay.

**Call to order:** Meeting called to order at 5:30 by Mr. Checco.

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

**Board of Education Financial Reports**

**September 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 and Extended Duty costs.

**Check registers:** The committee reviewed the check register and had questions about several payments. Mrs. Reynolds will research and report back to the committee.

**Old Business**

**Update on BHS Water Project:** Mr. Post and Mr. Barile will follow up with a phone call to Lenard to attempt to get them to agree to re-write the specifications on the project at no cost to us.

**Honeywell:** Mr. Tibola reported we are awaiting their updated proposal. He discussed some of the issues that would be addressed, such as lighting and mechanical controls. Mr. Checco asked that Mr. Tibolla send him the original energy audit.

**BHS Roof RFP:** The First Selectman has requested a letter from the committee explaining why we did not choose the lowest bidder. Mr. Checco sent the information to Mr. Post today. He will forward it to the First Selectman.

**BHS Auditorium lights, video, and sound project:** Mr. Tibolla reported the contract has been signed and we have received the appropriate performance bond and certificate of insurance. Mr. Checco requested a work schedule from the contractor.

**School Dude:** The committee questioned the status of the Center School cafeteria floor and the Center School odor issue.

**CIP 10 Year Plan:** Mr. Tibolla reported he is progressing and will be complete before the end of the month. He will review it with the B&F Committee before submitting to the First Selectman.

**Huckleberry Portables:** Mr. Tibolla reported that the environmental testing revealed no hazardous materials are present. The next step is to retain an architect to help us plan the removal and possible replacement of the portables.

**Architect RFP:** Mr. Gay is working on this and will have a draft to the committee within the next two weeks.

**BlumShapiro Projects:** Mr. Post reported the kick off meeting for the Munis project is scheduled for November 16th.

**Budget Preparations, Assumptions, and Priorities:** Mr. Barile reviewed draft Budget Assumptions and Priorities with the committee. The committee suggested several edits.

## **New Business**

**BHS Athletic Field Lights & Turf:** Mr. Tibolla described the problem we had with the lights at the football field two weeks ago. The committee agreed that new lights and turf should be on the Board's 10 year Capital Improvement Plan.

**BHS Science Wing A/C:** Mr. Tibolla reported that there is insufficient power at present to add air conditioning to the existing units. It can be done but will increase the cost of the project. Mr. Tibolla will continue to investigate our options and have our electrician verify that we have insufficient power.

**Munis Finance:** Mr. Post reported that we have a balance of approximately \$40,000 in the capital account. He will follow up with BlumShapiro to determine if additional funds will be needed to complete the project.

## **Miscellaneous Discussion**

**Electric Rates:** Mr. Gay reported our electric rate contract expires in November. He has been working with our current supplier and has recommended that we lock in a rate for four years. This rate will be slightly lower than the rate we are currently paying. The committee agreed.

**Adjournment:** 6:35PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations