

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Monday November 14, 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, Candice Smith from Honeywell and Matt Corey from Automated Logic.

**Call to order:** Meeting called to order at 5:35 by Mr. Checco.

**Public Comment:** Rich Saluga spoke. He has received monthly financial reports from Mr. Post and will be submitting questions to him. He stated that he was renewing his requests for information from last year regarding HSA's and the Connecticut Partnership Plan.

The agenda was revised to move Honeywell to the top.

**Honeywell:** Candice Smith described a proposed energy savings project subsidized by Eversource. The project would be a combination of lighting replacements and HVAC control upgrades that would have a payback of less than 4 years. The committee asked many questions and requested Mrs. Smith to re-submit alternative versions of the proposal with different combinations of control upgrades and lighting replacement.

**Board of Education Financial Reports**

**October 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, water/sewer charges, Professional Services, and the Town Purchasing Agent. The committee requested to have the Purchasing agent attend the next meeting and report on his activities.

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**Check registers:** There were no questions.

**Old Business**

**Update on BHS Water Project:** Mr. Post is awaiting a return call from Lenard to follow up on our request to get them to agree to re-write the specifications on the project at no cost to us. The committee members requested a copy of our contract with Lenard.

**BHS Roof RFP:** The contract has been signed.

**BHS Auditorium lights, video, and sound project:** Mr. Tibolla reported the lights have been installed and are working well. The project should be complete the first week of December.

**School Dude:** There were no questions. The Committee requested to receive the report earlier than the Friday before the meeting so they will have an opportunity to review prior to the meeting.

**CIP 10 Year Plan:** A draft 10 year Capital Improvement Plan was submitted to the First Selectman. Mr. Tibolla will continue to work with the building condition surveys to refine the plan. This is very detailed work and will take some time.

**Huckleberry Portables:** Once we retain an architect, we will develop a plan for removal and replacement of the portables. Mr. Barile noted that there is some urgency since enrollment projections suggest that we will need one more classroom at Huckleberry in 2017-2018.

**Architect RFP:** Mr. Checco suggested we eliminate the sample contract from the RFP and replace it with language indicating that we will use a standard AIA contract. The committee asked that the RFP be reviewed by Town Counsel.

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

**Budget Preparations:** Mr. Post reported the Cabinet has met with all of the Principals to discuss their budget requests.

**Center School Floor and Office Odor:** Mr. Tibolla reported the contractor submitted a plan to repair the floor but we are insisting that he redo the entire floor. Mr. Tibolla reported that we conducted a smoke test to determine the source of the odor reported in the main office. This resulted in the discovery of a hole in a vent pipe that had been sealed with a wooden plug.

**BHS Science Wing A/C:** Mr. Tibolla reported that the condensing unit designed for our unit ventilators is no longer manufactured. Mr. Tibolla also noted that it will be a lot of work to bring the necessary power to these units. The committee discussed the possibility of hiring a temporary electrician to do this work. Mr. Tibolla will get pricing on replacement condensers and will provide the committee with more details about the electrical work needed.

**New Business**

There was no new business

**Adjournment:** 6:52PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations