

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

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

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

**Public Comment:** Rich Saluga spoke about his ongoing analysis of and questions about the Extended Duty account. He also questioned why we pay employees to work the gate at athletic events rather than have volunteers.

**Board of Education Financial Reports**

**January 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. Mrs. Lerner asked who would be approving overtime and suggested that it should be Mr. Post.

**Check registers:** The committee asked about expenditures for emergency lighting repair and enclosing the A/V control area at the high school auditorium.

**Old Business**

**Update on BHS Water Project:** Mr. Checco reached out to Lenard but they have not responded. He reported that our contract does not allow us to modify Lenard's documents. We can put the project out to bid again in pieces and choose what to do within our budget.

**BHS Roof RFP:** Mr. Post reported we recently got approval from the State to advertise for bids and that this would happen within the next week or two.

**School Dude:** The committee would like to see costs associated with the completed work orders. They would also like an analysis of repairs by type, by building.

**CIP 10 Year Plan:** There was no discussion.

**Architect RFP:** Copies of the proposals were provided to Mr. Checco and Mrs. Lerner. The committee will consider meeting prior to its next scheduled meeting to select an architect.

**Center School Floor:** Mr. Post reported our insurance does not cover this type of problem. The committee asked Mr. Post to have our attorney send a letter to the contractor asking for repayment.

**BHS Science Wing A/C:** Mr. Post reported that Mr. Tibolla received a quote for the electrical work that exceeded \$100,000. This combined with the \$114,000 cost of the units would exceed our budget. We will have Mr. Tibolla review this with our electrician.

**Athletic Events:** Mr. Post reported he recently received information on the gate receipts and disbursements but has not had an opportunity to analyze the information.

**ECS funding cut:** The committee reviewed last month's discussion about using \$50,000 of the restitution funds and \$14,000 from the current year budget to offset the town's \$64,000 shortfall in the Education Cost Sharing Grant. The Committee will recommend that the Board of Education offer the \$50,000 restitution funds to the Town to offset the ECS grant shortfall.

**15-16 Audit Update:** Mr. Barile discussed the ED001 report and explained that it cannot be changed unless we are directed to do so by the auditors. He also discussed the issue of different payroll accruals being reported by the Board of Education and the town Controller.

## **New Business**

**Center School Roof Repairs:** Mr. Post reported that Mr. Tibolla received a quote from a roofing contractor to do some repair work on the CES roof. The committee asked for more information about when the roof was installed and the warranty. They also suggested that we get recommendations from a roof consultant.

**Special Education Tuition:** The committee discussed a pending Special Education outplacement.

**Governor's 2017-2018 Budget Proposal (impact on Brookfield):** There was no discussion.

## **Miscellaneous Discussion**

**Munis Transition:** The committee discussed the progress and training.

**Adjournment:** 6:26PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations