

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Tuesday, May 16, 2017**

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

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

**Public Comment:** None

**Board of Education Financial Reports**

**April Financial Report:** Mr. Post reported based on the information he has, he is projecting a \$90,000 surplus at the end of the fiscal year. This projection assumes that the District will get the remainder of the Excess Cost Grant and the full \$235,000 health insurance contingency from the Town.

**Check registers:** The committee will send questions to Mrs. Reynolds.

**Old Business**

**Update on BHS Water Project:** Mr. Tibolla reported bids were received from two companies. He also reported there is only enough funding available if all 4 capital budget lines related to the water project are used. The Committee told Mr. Tibolla to award the base bid and have the Purchasing Agent send the company a letter of intent.

**BHS Roof Project:** Mr. Tibolla reported the project kick off meeting was May 4, 2017 and a construction meeting is scheduled for May 20, 2017. Work is to begin Monday June 26, 2017. The committee asked Mr. Tibolla to provide them with a construction schedule. Mr. Tibolla also informed the committee that the school will be closed to anyone under 18 years old. Mr. Balanda described his plans for re-locating all of the summer activities that normally use the high school.

**School Dude:** Mrs. Sturdevant observed that there seemed to be a lot of plumbing issues in this month's report.

**15-16 Audit Update/2016-2017 Audit Process:** Mr. Post reported that we have fully reconciled with the town and everything has been submitted to the auditors. Mr. Checco suggested that Mr. Post and Mr. Barile watch the recent Board of Finance meeting and respond to it. Mr. Post reported that Mrs. Reynolds has reconciled all of the Board's smaller funds with the town through March 31, 2017. Mr.

Post also reported Mrs. Reynolds will be meeting with the town's accountant next Monday to begin reconciling the General Fund.

**Huckleberry Portables:** Mr. Tibolla reported the preliminary scope of work report shows that we only have enough funding available to remove the existing portables but not enough to buy or lease new ones. The Committee instructed Mr. Tibolla to have the project designed and bid.

**Honeywell:** Mr. Tibolla reported he was informed by Kingspan that new energy incentives will be available on May 19, 2017.

**Whisconier Paving/Site Work:** Mr. Tibolla reported the preliminary scope of work report shows that we do not have enough funds available to do the entire project. The Committee instructed Mr. Tibolla to have the architect design a scope of work that will fall within our budget. This scope of work should include widening the entrance.

**Marching Band Refunds:** Mr. Post reported the refund checks were sent to the parents with a letter from Mr. Balanda last week. The Committee asked for a copy of the letter.

**MUNIS Conversion:** Mr. Post reported the chart of accounts conversion is substantially done and training was ongoing for the next several weeks.

**CIAC Pay Rate Guidelines:** Mr. Barile explained that track officials are now paid through the service called Arbiter just like all other athletic officials.

**Elected Official Inquiries and Communication Protocols:** Mr. Barile reported that he and the First Selectman have not yet met.

## **New Business**

**Fields/Lighting Capital Plan:** The committee discussed the status of the fields and lighting on the Town's long range capital plan.

**Food Service Renewal:** Mr. Post informed the committee that he was in the process of gathering all of the paperwork necessary to submit to the State for first renewal of our 5-year contract with Whitsons. Mr. Post also informed the committee that he met with Whitsons, Center School Principal Krys Salon, and two Center School teachers to discuss the possibility of piloting a school breakfast program next year. The committee asked Mr. Post to reach out to similar districts who have the program to see how well it works for them.

**Restroom Renovations:** Mr. Tibolla presented the committee with the options of bidding the renovations as one job or separate jobs for each school. The committee agreed that it should be bid as one job. Mr. Tibolla is to provide a detailed scope of work document.

**High School Roof Warranty Repairs:** Mr. Tibolla informed the committee that the refurbished section of the high school roof was recently inspected by Garland. They have recommended about \$4,000 in repairs needed to keep the warranty intact. The committee asked Mr. Tibolla to send them the warranty. They also asked him to get 3 quotes on the work.

**Solar Power:** Mr. Post asked the committee if they were comfortable having him and Mr. Tibolla look into solar power on the new roof at the high school. Mr. Checco suggested that they contact Tom Esposito at Green Star Energy for information about programs.

**Outdoor Lighting:** Mr. Post and Mr. Tibolla discussed the need to upgrade the outdoor lighting at some of our schools. There is \$50,000 in capital funds available. Mr. Tibolla got quotes from 3 vendors and only one of them was under \$50,000. We need to review the low quote to ensure that we are getting what we asked for.

**High School Auditorium HVAC Controls:** Mr. Tibolla informed the committee that we have capital funds available to replace the controls and the rooftop unit. The committee asked Mr. Tibolla to supply them with a scope of work and to begin with the controls only.

**Tick Spraying:** Mr. Tibolla informed the committee that we had received a complaint from a parent about a tick on their child. He also checked with the school nurses who confirmed that there has been no appreciable increase in tick reports this school year. The committee agreed that this matter should be the responsibility of the Parks and Recreation Department.

**FOI Request:** Mr. Post informed the committee that we received an FOI request for asbestos related records dating back to 1962. He reported that under the guidance of the Board's attorney, we have provided an initial response and are in the process of assessing which of our records are responsive to the request.

### **Miscellaneous Discussion**

Mrs. Lerner wanted to make sure the risers used in the 8th grade move up ceremony are stable. Mr. Tibolla will follow up and have them inspected.

Mrs. Lerner asked if we are paying to transport students to and from the EdAdvance programs at Huckleberry Hill School. Mr. Post and Mrs. Reynolds will investigate.

**Adjournment:** 6:47PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations