

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Tuesday, July 11, 2017**

**Members Present:** Paul Checco, and Eve Sturdevant. Also present were Superintendent John Barile, Business and Operations Director Ken Post, Accounting Supervisor Joan Reynolds, Interim Facilities Director Dan Caldwell, and Board of Finance member Sean Hathorn.

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

**Public Comment:** None

**Board of Education Financial Reports**

**June Financial Report:** Mr. Post reported based on the information he has, he is projecting a \$40,000 fund balance at the end of the fiscal year. This projection assumes that the District will get the \$120,000 of the health insurance contingency from the Town.

**Check registers:** The committee questioned expenditures on Special Education and HVAC work.

**Old Business**

**Update on BHS Water Project:** Mr. Post reported the funds for the project are available. Due to the timing the project cannot be completed in the summer. If it is done while school is in session, a temporary water supply will be necessary.

**BHS Roof Project:** Mr. Caldwell reported on progress of the project (minutes of most recent project meeting attached).

**School Dude:** Mr. Caldwell reported there are not many work orders when school is not in session.

**Huckleberry Portables:** The architect will be providing us with a detailed proposal for the replacement project.

**Restroom Renovations:** Mr. Caldwell is working on a scope of work document.

**High School Roof Warranty Repairs:** Mr. Post reported we have received 2 quotes and are awaiting the third.

**Facilities Director:** The committee is going to review the resumes of the candidates and identify which ones they want to interview.

**Center School Floor:** We have been contacted by the contractor's insurance company with a settlement offer. We need to issue an RFP to be sure the offer is sufficient to cover our costs.

**Munis Update:** Mr. Post updated the committee on the transition to Munis. The committee discussed security and audit trails.

**16-17 Audit Update:** Mr. Post updated the committee on the reconciliation progress with Mrs. Reynolds and Dayna Weiss from the Town Finance Department.

### **New Business**

**Student Activity Accounts:** The committee discussed a request for information regarding student activity accounts.

**Miscellaneous Revenues:** The committee discussed including the miscellaneous revenue sources in the General Fund operating budget.

**BHS Gym Duct Insulation Project:** Mr. Caldwell reported the RFP has been sent to the Board's on call architect for review.

**BHS Gym Floor Refinishing Project:** The committee discussed the project and suggested that we use the RFP from a previous project.

**Kindergarten Enrollment:** Mr. Post reported the number of students enrolled as of this date. The committee asked if there are historic trends for enrollment increases during the summer.

### **Miscellaneous Discussion**

**Adjournment:** 6:33PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations