

**Brookfield Board of Education  
Business & Facilities Committee  
Minutes - Regular Meeting, Monday September, 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, and Facilities Director Tom Tibola.

**Call to order:** Meeting called to order at 5:31 by Mrs. Lerner.

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

**Board of Education Financial Reports**

**August Financial Report:** Mr. Post shared two system generated financial reports and suggested that these replace the reports previously produced for the committee. The committee agreed.

**Check registers:** The committee reviewed the check register and had questions about payments to the Board's medical advisor, Home Depot, Amazon , and for the replacement of stadium lights.

**Old Business**

**Update on BHS Water Project:** Mr. Tibolla reported that the firm (Lennard) that produced our RFP specifications has resisted his attempts to get them to re-write the specification to match the budget for the project. It was determined that Mr. Barile and/or Mr. Post would call Lennard and make the request again. The committee also discussed the possibility of a water project that would go through town owned property beginning below Center School. The committee instructed Mr. Tibola to first get an estimated cost of extending the existing public water supply along Long Meadow Road to the high school.

**Honeywell:** Mr. Tibola reported he had a preliminary meeting with Honeywell and there will be a follow-up meeting to review the detailed findings. The preliminary report indicates a five year payback.

**BHS Roof RFP:** The First Selectman has requested a letter from the committee explaining why we did not choose the lowest bidder. Mr. Checco will provide the letter.

**BHS Auditorium lights, video, and sound project:** Mr. Post and Mr. Tibola are sending a letter to DNR awarding them the job. Mr. Post and Mr. Tibola will also send a draft contract to our attorney.

**School Dude:** The committee questioned work orders for a window sash at Center School, desks at Huckleberry School, and Center School restrooms.

**CIP Asphalt:** Mr. Tibolla reported minor repairs were made to a sidewalk at Center School. He also asked about using some of the Center School funds at Whisconier School. The committee decided that a larger plan is needed for that school and we need to hire a civil engineer to do this work.

**CIP 10 Year Plan:** Mr. Tibolla reported he is using building condition surveys and is about 20% to 25% complete.

**Huckleberry Portables:** Mr. Tibolla reported that an environmental firm has been engaged to take and analyze samples from the portables to determine if any remediation will be needed. The committee also discussed the \$60,000 budget for the project, specifically how it was broken down for the various phases of the project.

**Architect RFP:** Mr. Post sent the committee a draft RFP for on-call architectural services. He is going to update it with edits from our new Purchasing Agent and resend to the committee.

### **BlumShapiro Projects**

**UCOA:** Mr. Post reported Munis has assigned project managers and we are awaiting direction from them. Questions were asked about budgeting for temporary staff and how much of the budget we have spent so far.

### **New Business**

**Colley/Kerekes Restitution:** The committee reviewed a letter from Mr. Barile and Mr. Post requesting that \$50,000 of the restitution money be transferred to the Board's General Fund to purchase classroom libraries and the balance transferred to the Student Activity Fund to offset the elimination of participation fees in next year's budget.

**Non-Lapsing Education Fund:** The committee reviewed a draft letter from BOE Chairman Bob Belden to BOF Chairman Rob Gianazza requested a non-lapsing education fund be established with the \$94,409 remaining in the BOE's budget at the end of fiscal year 2016. The committee agreed to forward the letter to Mr. Belden.

**Benefits Coordinator:** Mr. Post reported the Benefits Coordinator started work the previous Monday.

**Purchasing Agent:** Mr. Post reported that the Purchasing Agent started work today.

**Summer Work Update:** Mr. Tibolla reviewed the facilities work that was completed over the summer. The committee discussed a number of projects. They suggested that Mr. Tibola make fixing a waste line a priority. There was also a discussion about the unit ventilators in the science wing at the high school. Mr. Tibola reminded the committee that \$150,000 was approved in the previous year's capital budget for this. The committee also discussed the repair of an Art Room sink and re-piping urinals at Huckleberry School that we were unable to complete over the summer.

**Budget Preparation:** Mr. Barile and Mr. Post shared a draft budget calendar with the committee. The committee also discussed the Board's desire to see a "status quo" budget as well as a budget with proposed enhancements.

#### **Miscellaneous Discussion**

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**Adjournment:** 6:41PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations