

# MINUTES OF THE REGULAR NOVEMBER MEETING OF THE BOARD OF EDUCATION'S BUSINESS AND FACILITIES COMMITTEE

Monday, November 2, 2015

Chairman Paul Checco called the meeting to order at 5:30PM.

Members in attendance were Chairman Checco, Tara Learner and Steve Harding. Also in attendance were Superintendent John Barile, Business and Operations Director Al Cameron, Facilities Director Tom Tibolla, Accounting Supervisor Joan Reynolds and HR Coordinator Terri Kavanaugh..

There was a Public Comment portion of the meeting; nobody from the public chose to speak.

Mr. Checco made a motion to move items V a thru e to follow Item III on the agenda. The Committee agreed.

Superintendent Barile explained that Terri Kavanaugh is here to request that the Board consider revising the rates paid for substitute teachers and some work covered by stipends. Ms. Kavanaugh explained that the fill rates for subs is low; a recent survey undertaken by her office documented Brookfield's existing rates put the system at a disadvantage; she recommended revising the rate to \$90 per day and eliminating the three tier pay system. She also recommended revising some stipends. The Committee agreed to recommend the proposed changes to the full Board for adoption.

Mr. Tibolla reported on the roof project at BHS. The project began on Monday, October 26 and is expected to be substantially complete by Friday, November 6.

He next reported on the BHS water project. He has received a proposal from Leonard Engineering which he will forward to the Committee members.

Mr. Tibolla next reported on the security camera project at TSO. As directed at the last meeting, he reviewed the status of the security projects at the schools. There was no camera project at HHES comparable to the projects completed last year at BHS, WMS and CES. Tom asked the vendor who did the work on those projects to make a proposal for HHES. He has a preliminary proposal based on Gary Gramling's recommendations; a walk through to finalize the scope of the proposal is scheduled for November 3. Before moving forward, the committee members requested a copy of the proposal; Tom will provide one to each of them. At TSO the BOE is adding to the scope of the security project the Town has in progress; again the committee requested copies of the vendor's proposals. They also requested a plan for security expenditures to be funded by the "cash-to-capital" account.

A discussion took place around School Dude. Mr. Checco requested that material costs and estimates of the hours involved with the work tickets be included.

A discussion took place concerning the Milone & MacBroom study. Supt. Barile asked if a facilities assessment was part of the study? Mr. Checco said a facilities assessment was part of the original RFP; however, it will be necessary to review the final contract documents to determine what was actually included in the scope of work.

A discussion took place around the lighting and sound systems at BHS. Mr. Tibolla reported he and John LaMendola met with an engineer to discuss the scope of the work required to update the lighting and sound systems in the auditorium. A proposal is expected in the near future. A discussion also took place

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regarding electrical controls for the auditorium HVAC system and the possibility of air conditioning for the science wing.

Mr. Checco left the meeting at 6:10PM.

The Committee moved to Item IV on the agenda.

Mr. Cameron reviewed the 2014-15 YTD Object Summary, with commentary on the "final" audited number - which showed that the BOE under-spent its original \$38,580,470 budget by \$70,599.

Mr. Cameron reviewed the 2015-16 YTD Object Summary, with commentary on activity within each "super object". The Committee reviewed the check registers and Over \$1,000 Report; questions were asked and answered regarding a number of transactions.

The Committee returned to "Old Business" items f and g.

Superintendent Barile discussed the "Budget Roundtable" scheduled at 5:30PM on November 4.

Mr. Cameron updated the committee on the Blum Shapiro process and procedure review - this lead into a review of the existing BOE policies concerning Student Activity Funds. Mr. Harding requested that this become an item for further study. Supt. Barile assured him that it would be addressed by staff and Blum Shapiro.

The meeting adjourned at 6:40PM.

Respectfully submitted,



Allan Cameron  
Secretary